

USER'S MANUAL



Welcome to SLGSafe

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Introduction

How to Use This Manual	This manual describes how to use the SLGSafe system. It details how to gain access to the on-line ordering of US Treasury Securities - State and Local Government Series (SLGS) and how to use SLGSafe to effectively subscribe for, view, and alter these securities. Detailed steps for each task are outlined in table format to make them easier to find and clearer to read and follow.		
Who Should Use This Manual	Any entity wishing to subscribe to SLGS, view the current status of a previous subscription, manage accounts, or alter information in an existing subscription, via the Internet, will find this manual a ready resource.		
When is SLGSafe Available	SLGSafe is available from 8:00 am to 10:00 pm ET, Monday through Friday, except Federal Holidays. From 8:00 am to 10:00 am, some options are not available. At 10:00 am, when the SLGS Daily Rate Table is posted, you will then be able to initiate a Time or Demand subscription and request a redemption.		
Web Browser Information	Users of this manual should have Internet access and a web browser that will allow them to access the World Wide Web (WWW). SLGSafe has been optimized for use with 128 bit data encryption. Users will want to obtain and install a copy of a current web browser prior to accessing SLGSafe.		
Where to Go for Help	Any question or concern not covered within this text can be addressed to Special Investments Branch at 304-480-5299 or e-mail opda-sib@bpd.treas.gov.		

Introduction

Explanation of Program Button Functions

This SLGSafe manual has been written to attain a high level of continuity throughout the program. You should find the workings of each screen to be consistent with all others. Because we have used buttons as a method for you, the user, to invoke action with the SLGSafe system, we thought it would be helpful to give a brief explanation of what you can expect each type of button to do when you click on it.

Button Name	Expected Action				
HELP	Pressing this tab on any screen will bring up a separate window containing context sensitive help. Pressing this button will clear the contents of all textboxes on the current screen. These textboxes are used for you to add or make changes to a subscription or case. If you choose to start all over, just click the CLEAR button and all information you have put in the textboxes will be wiped out.				
CLEAR					
CREATE PDF	Pressing this button will allow you to create a PDF of a file created within SLGSafe. From the Adobe Acrobat reader window, you can print the report by hitting the printer icon or you can save it to your PC. By saving the file to your PC, you will be able to email this file to anyone you choose.				
REVIEW	Pressing this tab on an Add or Change screen will bring up another screen that concisely shows you the information changes you have made.				
SUBMIT TO TREASURY	Pressing this button will send your additions and changes to the SLGSafe database for processing by the Special Investments Branch (SIB). You will receive a Confirmation page after you hit this button.				
SLGSAFE E-MAIL	Pressing this button will allow you to send e-mail to SLGSafe. It will bring up your e-mail program with the "TO" field already completed with Special Investment's e-mail address, opda-sib@bpd.treas.gov.				
SLGS DAILY RATE TABLE	Pressing this button will take you to a current listing of subscription rates.				
SLGSAFE Home	lome Pressing this tab will take you back to the Main Menu for SLGSafe.				

SLGSafe User's Guide

Entering a Time Subscription into SLGSafe

Welcome to SLGSafe, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Time Deposit can be made with the SLGSafe system. The minimal amount of information required on the Time Deposit subscription conveys the subscriber's intent to purchase securities. In order to initially subscribe, you must include the following information:

- Subscription Issue Amount
- Issue Date
- Taxpayer Identification Number (TIN)
- Underlying Bond Issue information
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

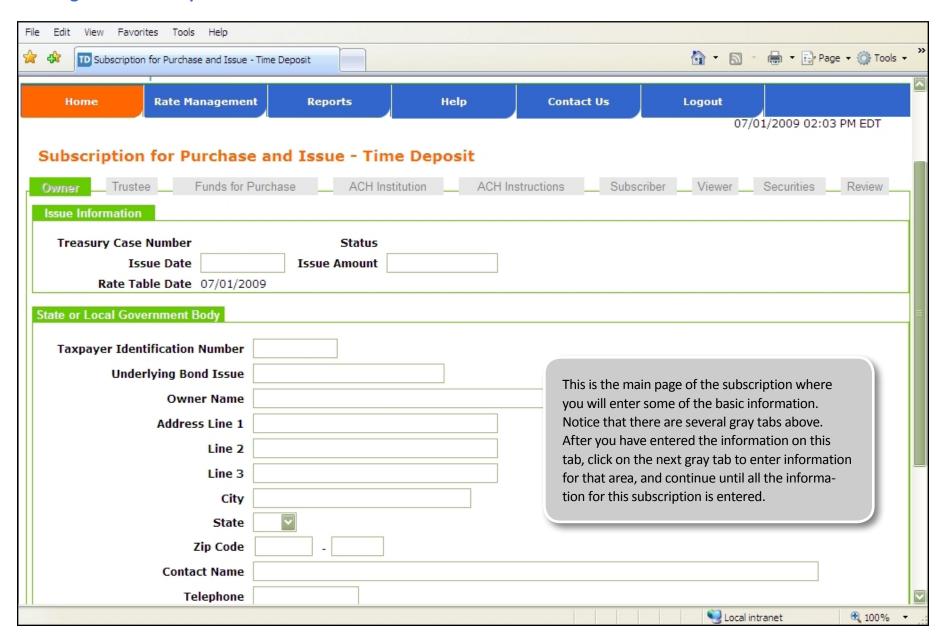
Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

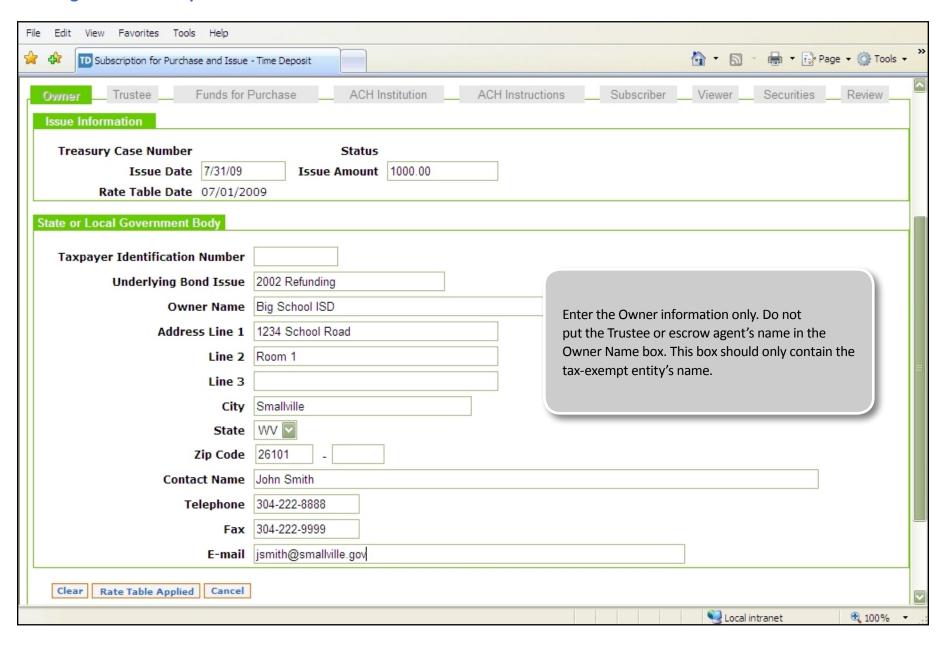
Please note: The hours of operation for SLGSafe are 8:00 am to 10:00 pm ET, Monday through Friday, except Federal holidays. However, you may only add new subscriptions after 10:00 am when the SLGS Daily Rate Table is available.

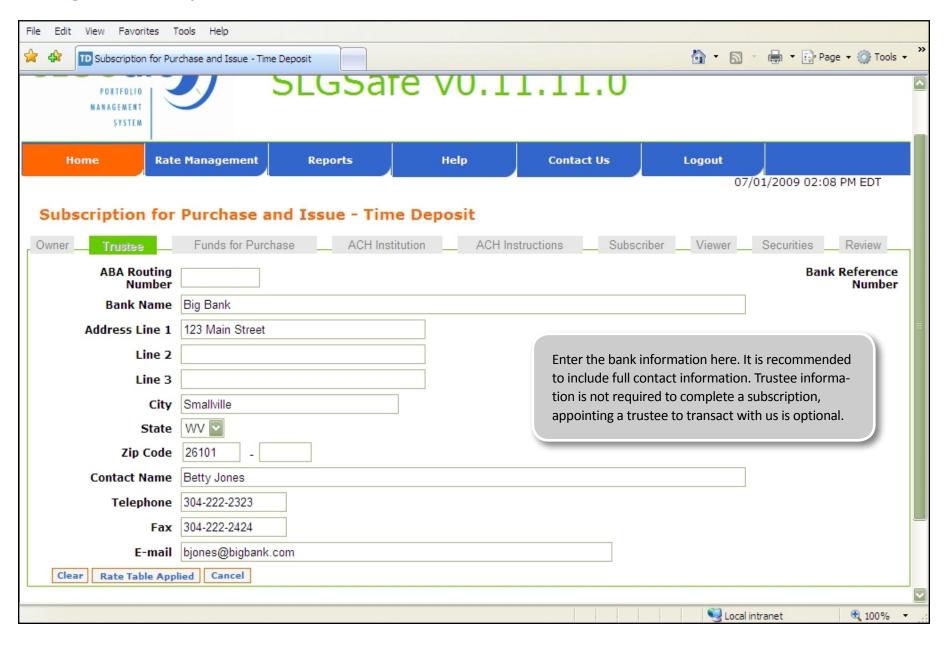
In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, www.slgs.gov) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



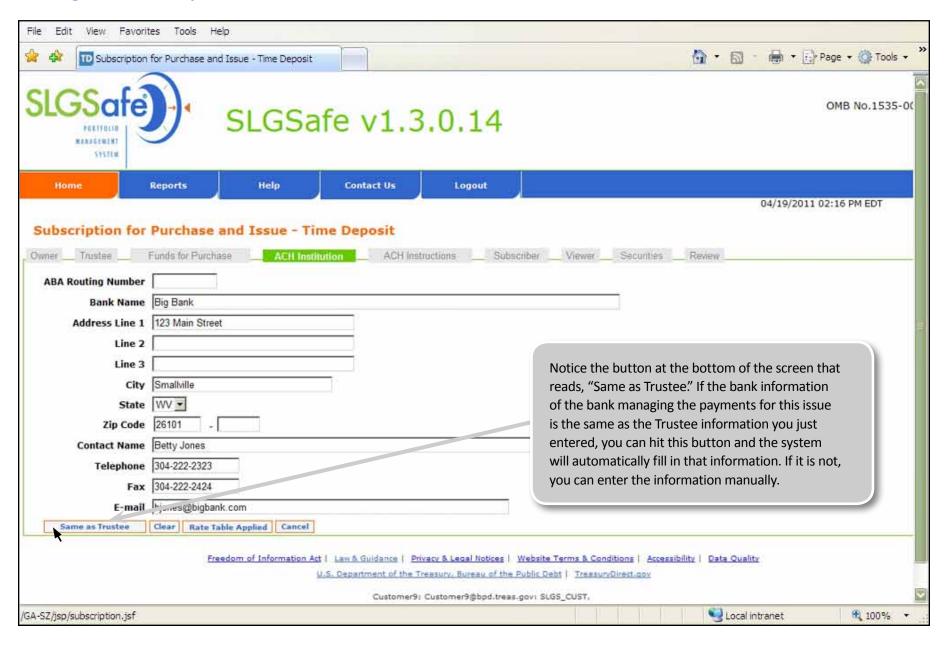


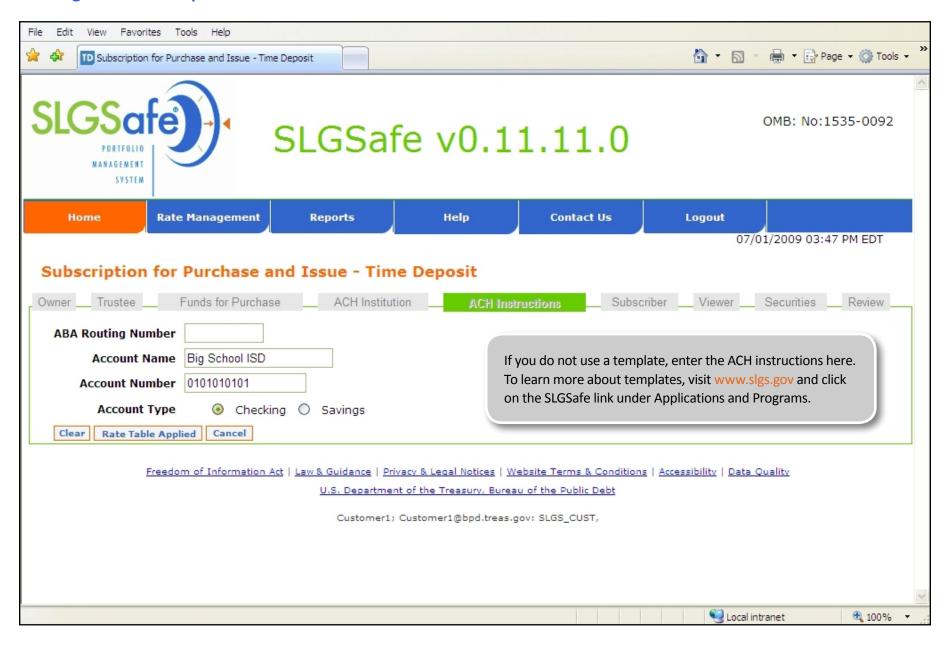


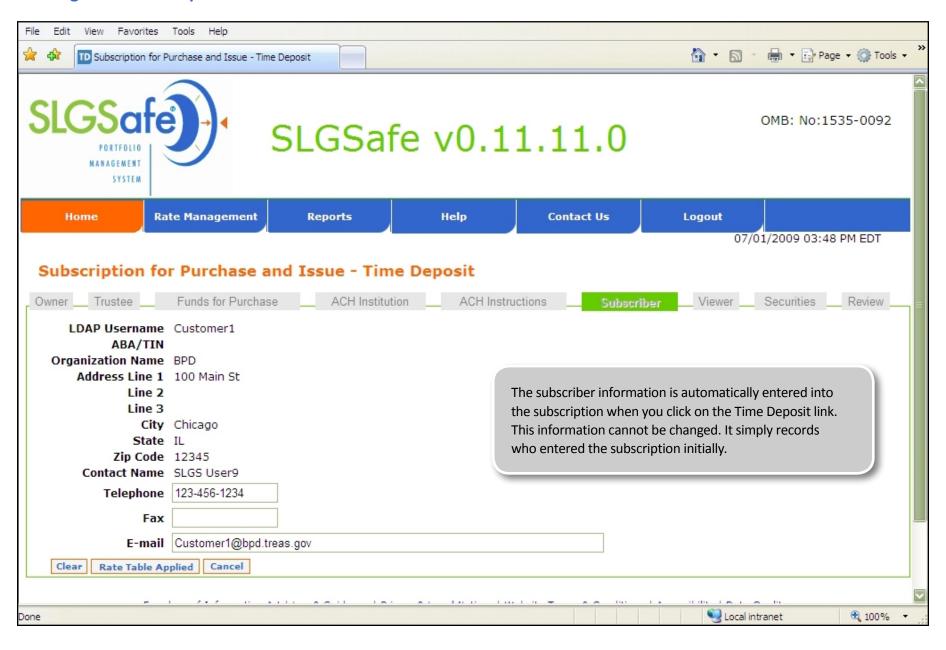


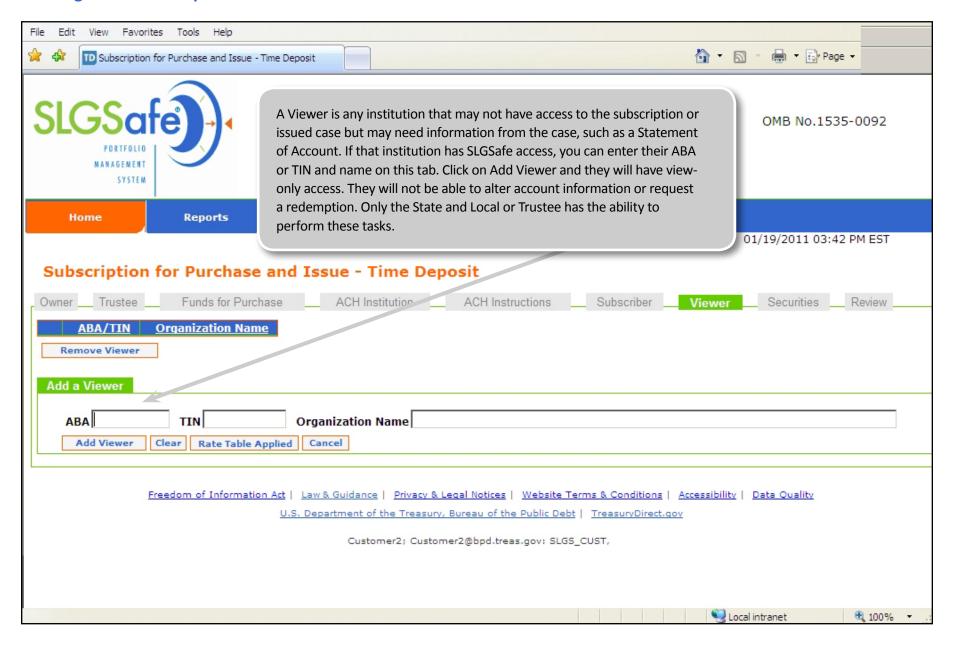


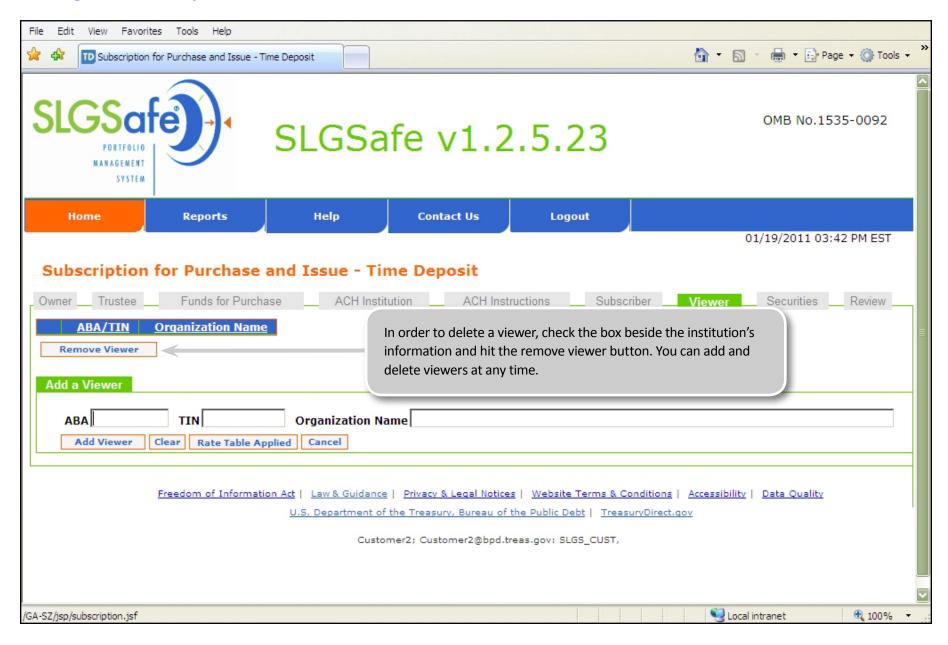






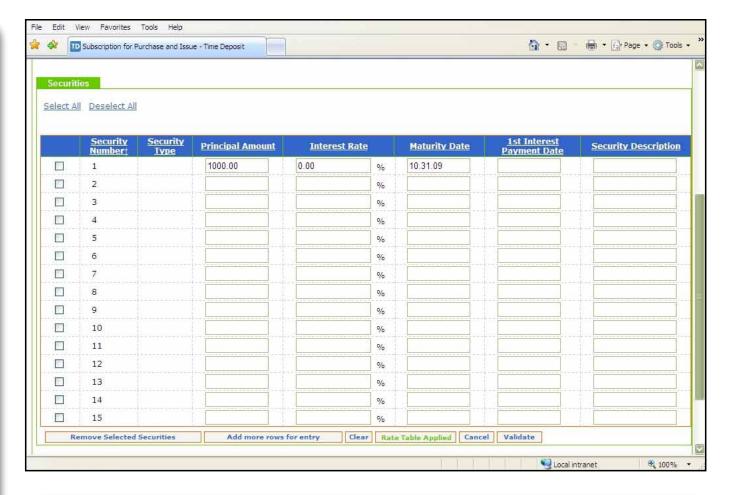




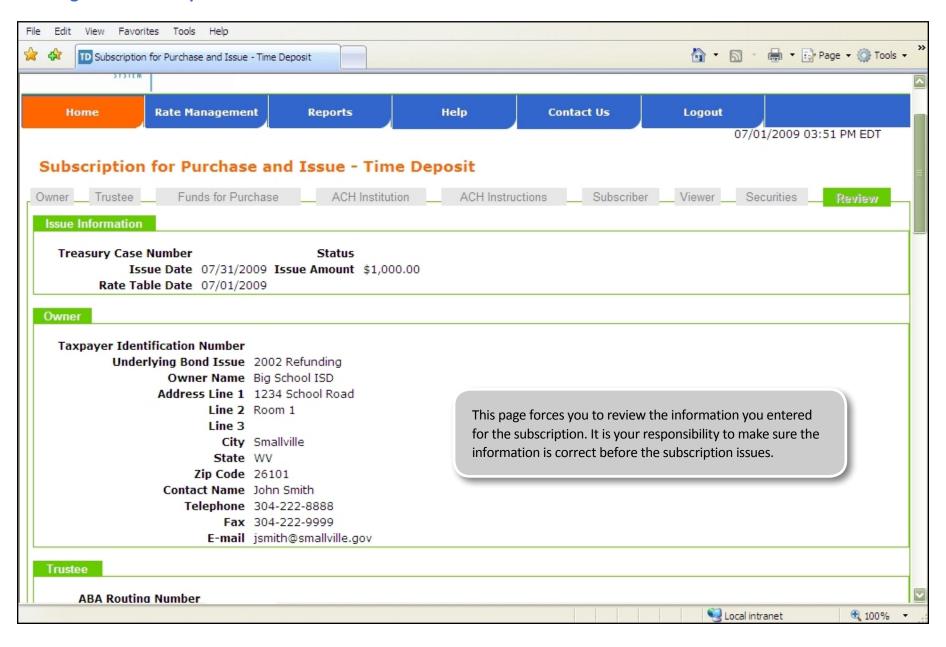


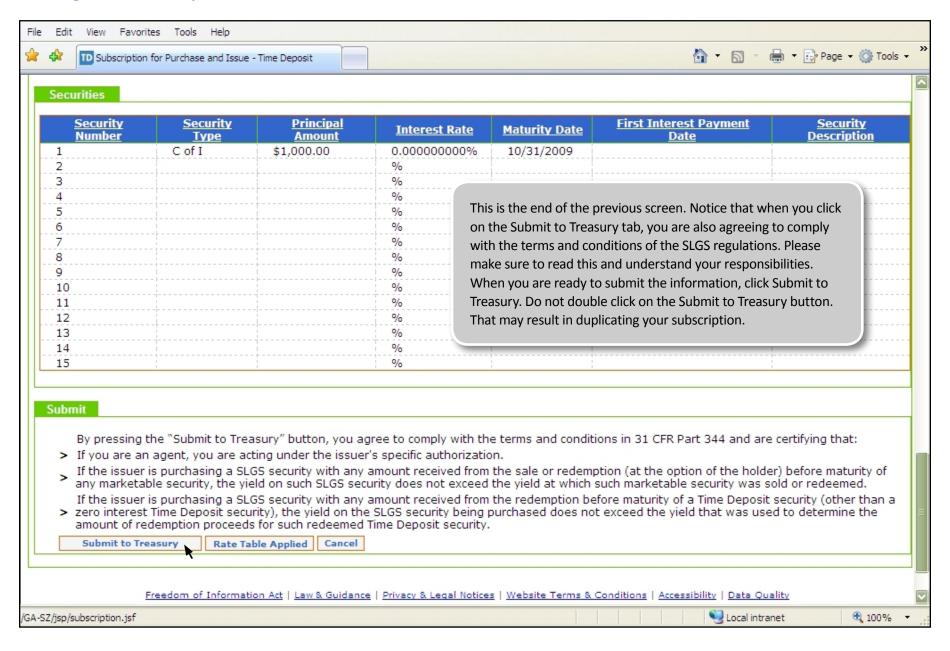
Here is where you enter the specific security information. Notice the buttons below the table. You can remove a security from the list, add more to the list, look at the rate table applied, clear the list, cancel the list, and validate the information. Validate will test the information you have entered against the regulations to make sure the information is correct according to the regulations. For instance, if you enter an interest rate higher than the highest rate allowed, you will see an error telling you to enter a lower rate.

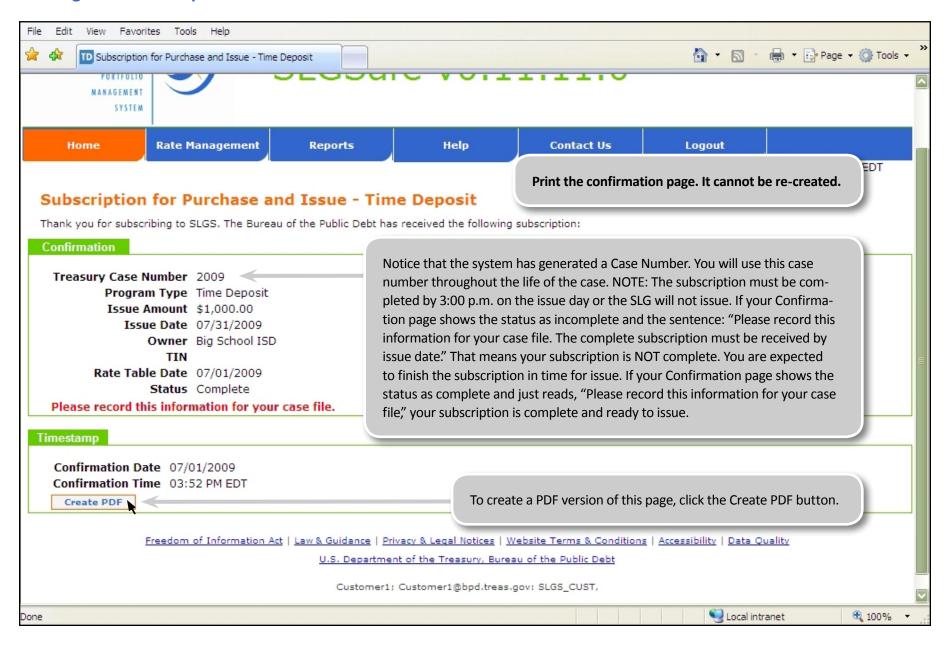
Leaving this screen will also run the edits. The system will prompt you to check the interest rates again if any rate you entered is less than the highest allowable rate. To continue, verify the rates you entered and choose Yes.

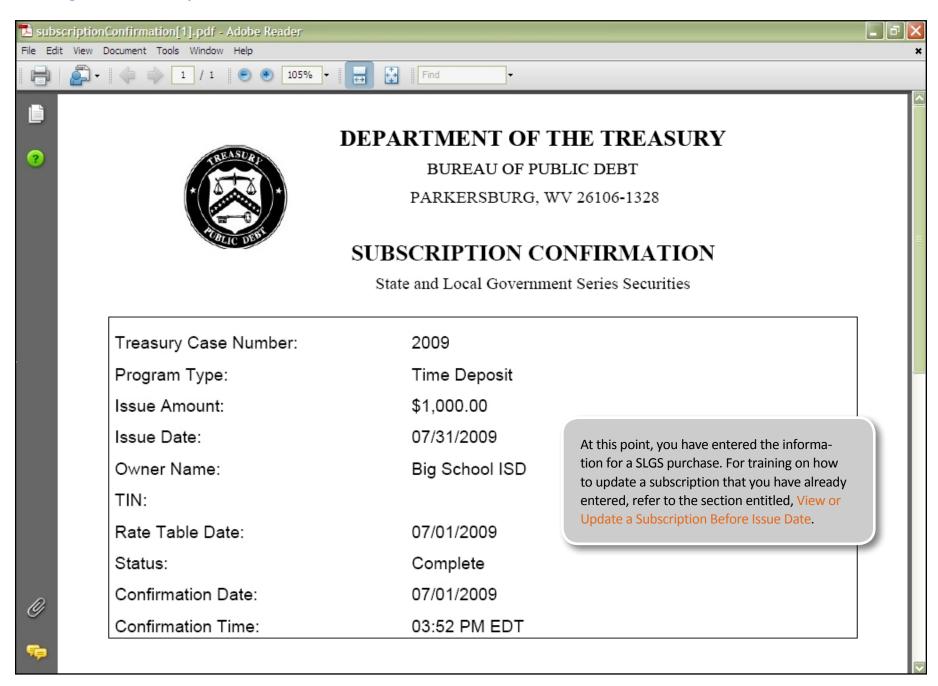


If you are uploading an XML file from a vendor's software, either type in the location of the file or click Browse, which will allow you to browse your computer for the file. Once you select the file, hit the UPLOAD button. The securities will automatically fill in the Schedule of Securities table. Check with your vendor to see if this feature is available with their municipal securities software. Public Debt can provide the file specifications to the vendor upon request. If you receive the error message, "XML file is invalid", check to make sure the date format of each security is Year-Month-Day. For example, 2005-05-30. To answer any questions about uploading this file, visit the SLGSafe Ready to Logon page at http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe_logon.htm or call (304) 480-5299.









SLGSafe User's Guide

Entering a Demand Subscription into SLGSafe

Welcome to SLGSafe, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Demand Deposit can be made with the SLGSafe system. The minimal amount of information required on the Demand Deposit subscription conveys the subscriber's intent to purchase securities. Prior to entering the SLGSafe site, the prospective subscriber must be ready to identify:

- Subscription Issue Amount
- Issue Date
- Underlying Bond Issue
- Taxpayer Identification Number (TIN)
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

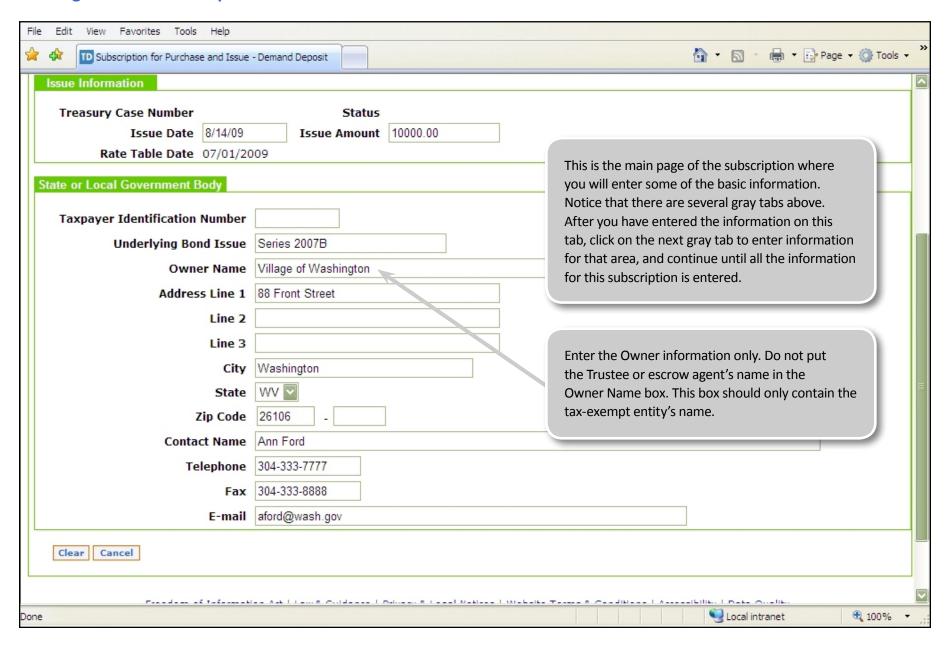
Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

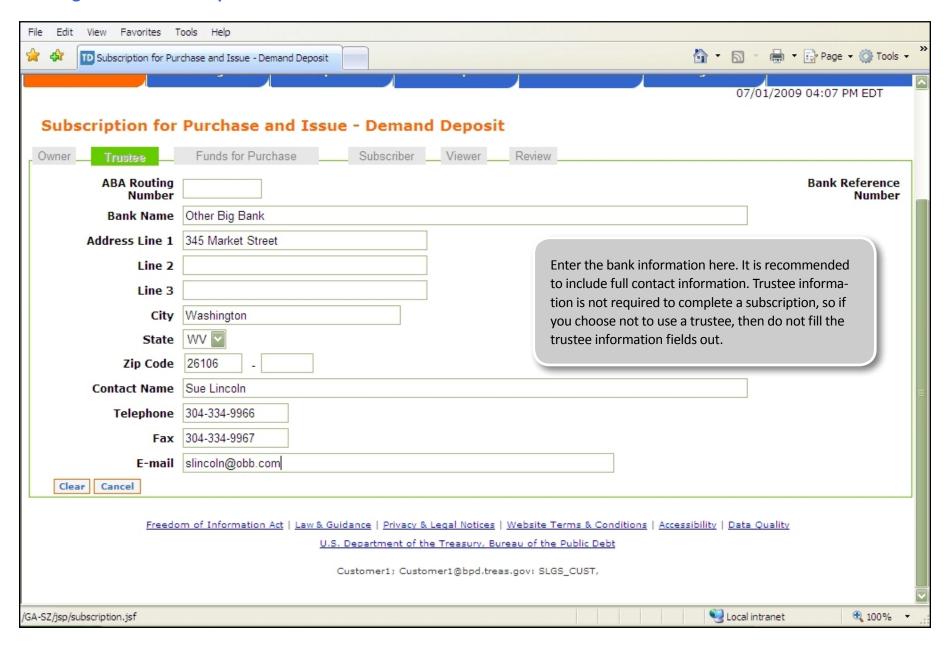
To make a Demand Deposit subscription, please do the following:

In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, www.slgs.gov) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.

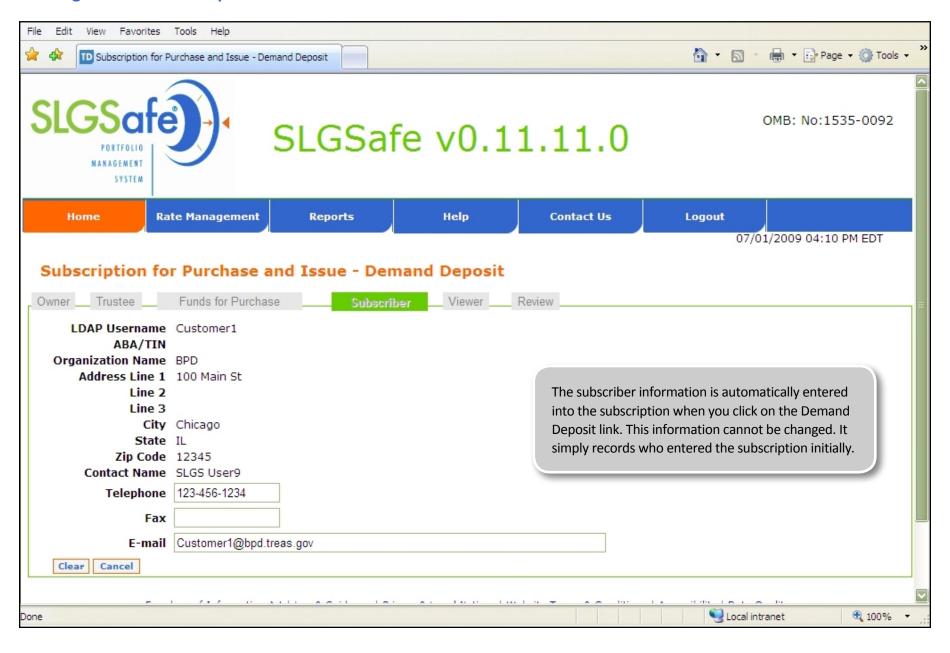


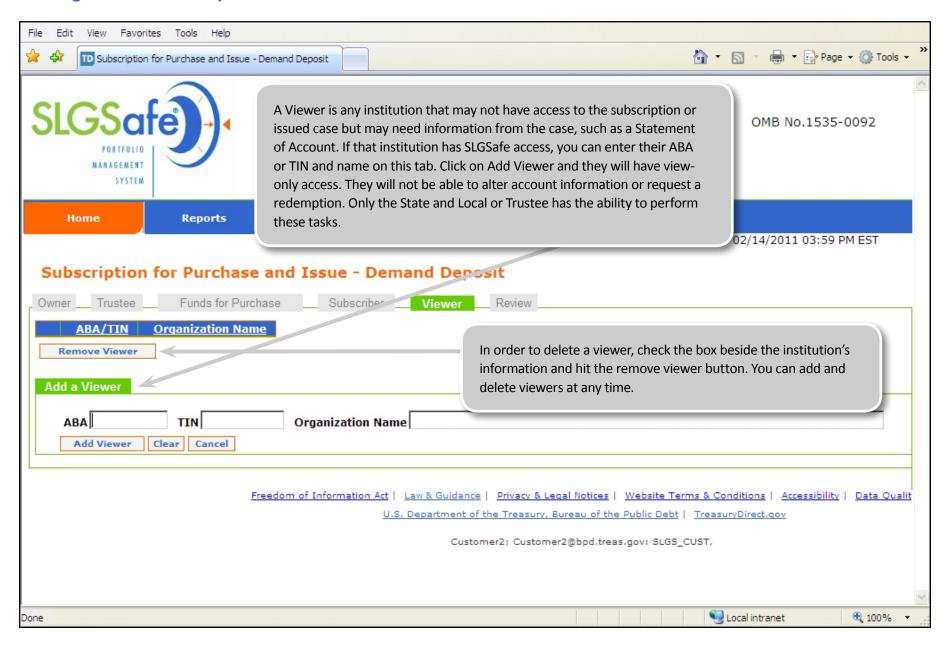


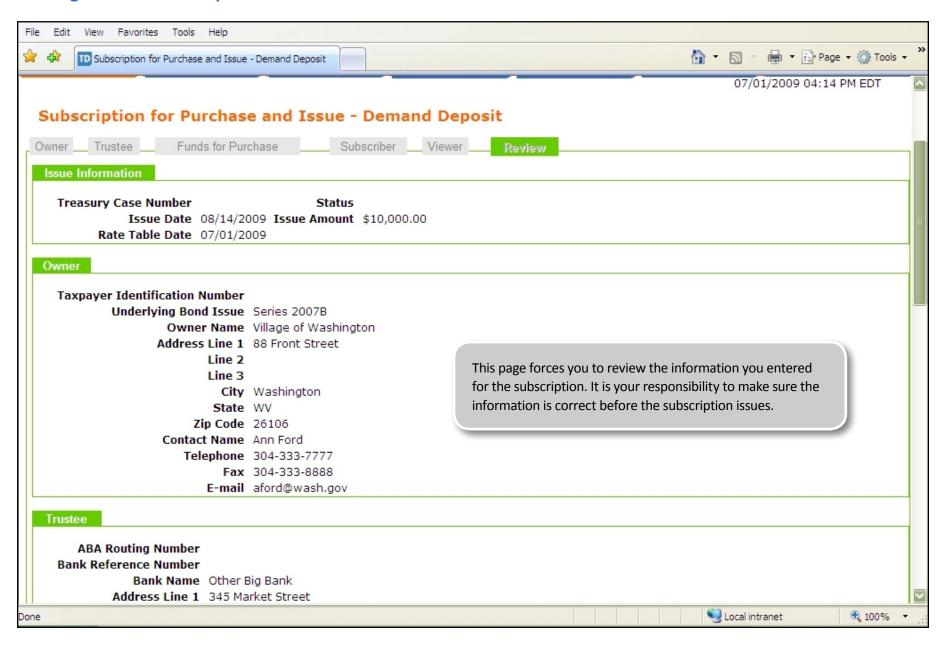


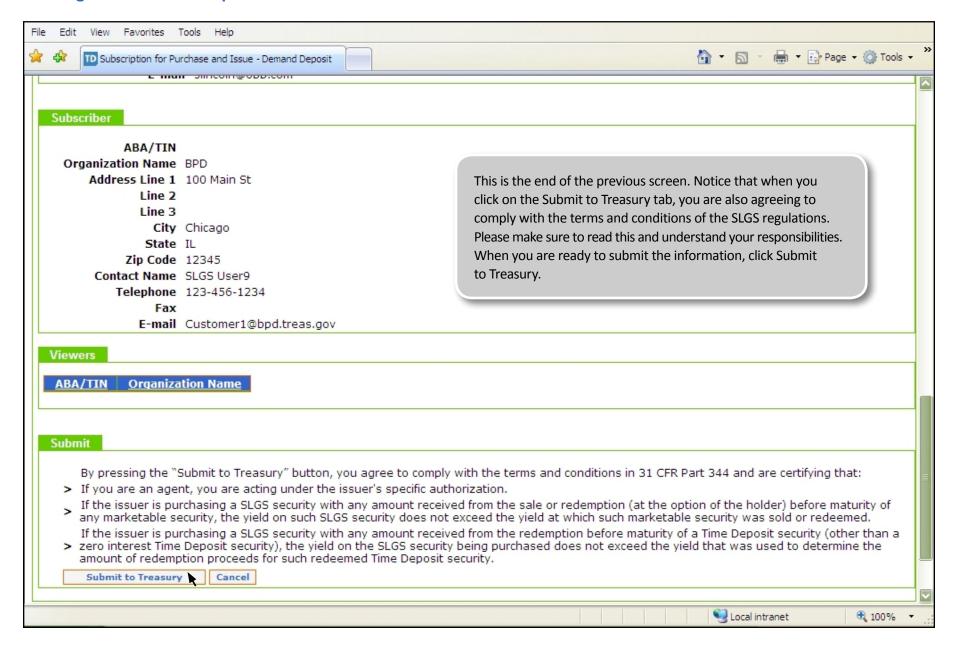




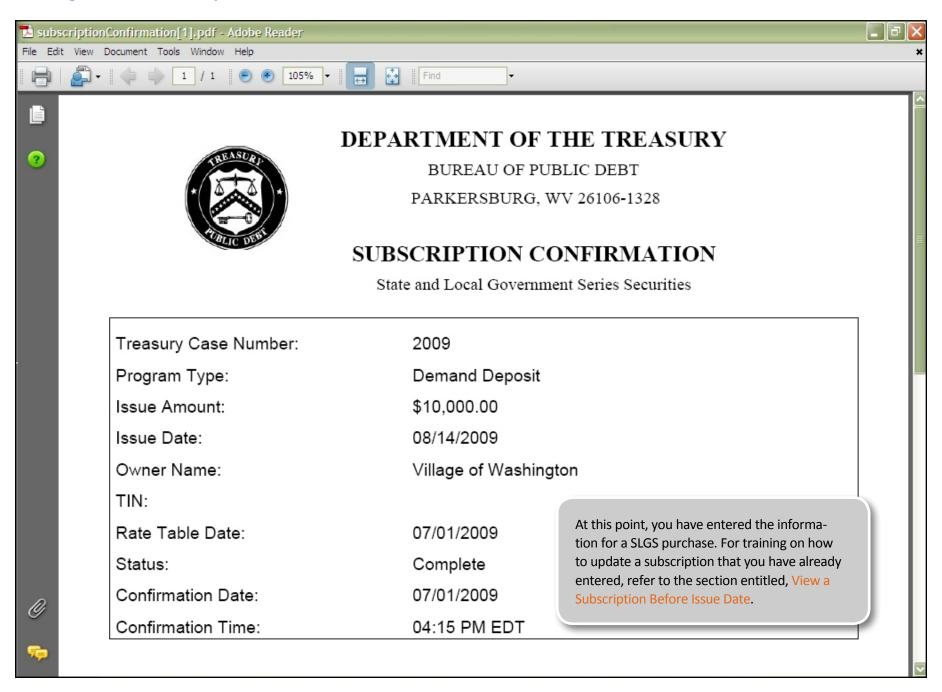












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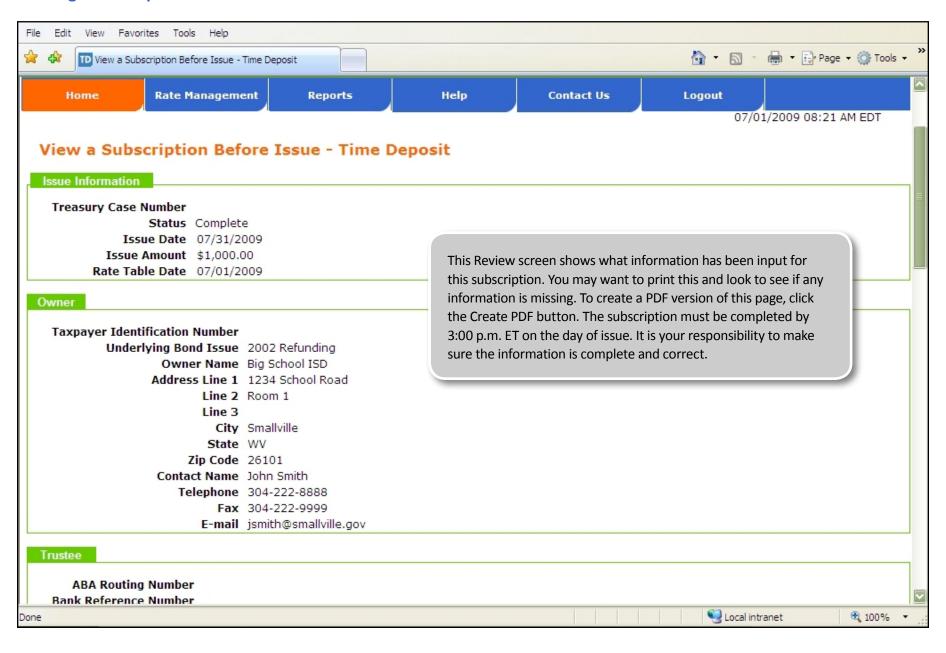
Viewing a Subscription Before Issue

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. Viewing the subscription is a good way to make sure you have entered all the information needed to complete the subscription. It's also a good idea to copy the Review page for your records.









Securities

<u>Security</u> <u>Number</u>	<u>Security</u> <u>Type</u>	<u>Principal</u> <u>Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>First Interest Payment</u> <u>Date</u>	<u>Security</u> <u>Description</u>
1	C of I	\$70,000.00	0.000000000%	01/02/2010		

Return to List

Freedom of Information Act | Law & Guidance | Privacy & Legal Notices | Website Terms & Conditions | Accessibility | Data Quality

U.S. Department of the Treasury, Bureau of the Public Debt

To review another subscription or make changes or updates to the subscription, hit the Return to List button at the bottom of the review screen.

From this list you can click on Change and make changes to the subscription. See the section on Changing a Subscription Before Issue to learn how to update the subscription.

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Change a Subscription Before Issue

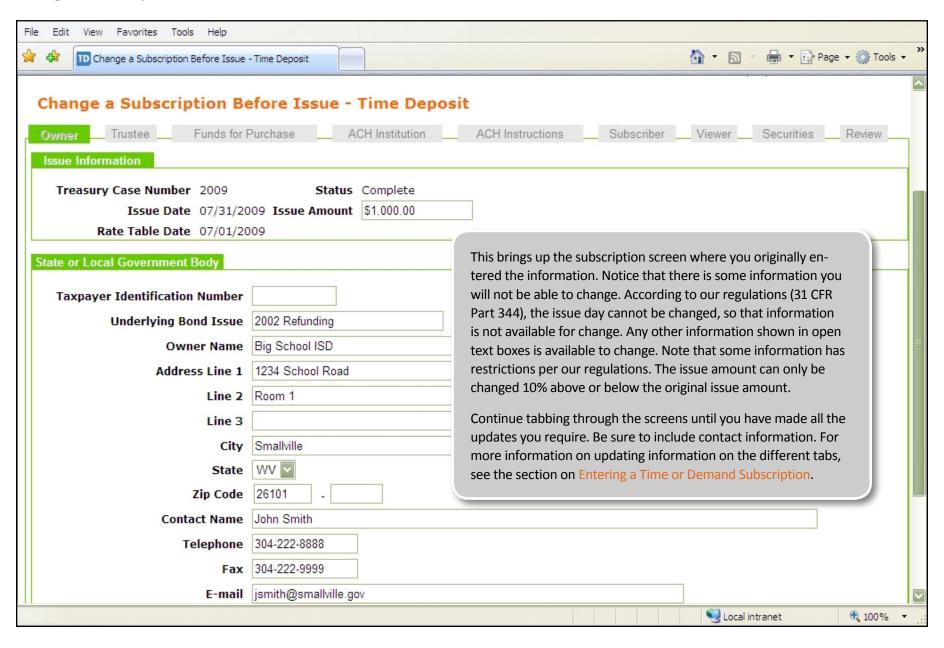
You can change a subscription in SLGSafe, provided you are authorized to do so. A Trustee, Owner, or Subscriber can make changes to a subscription.

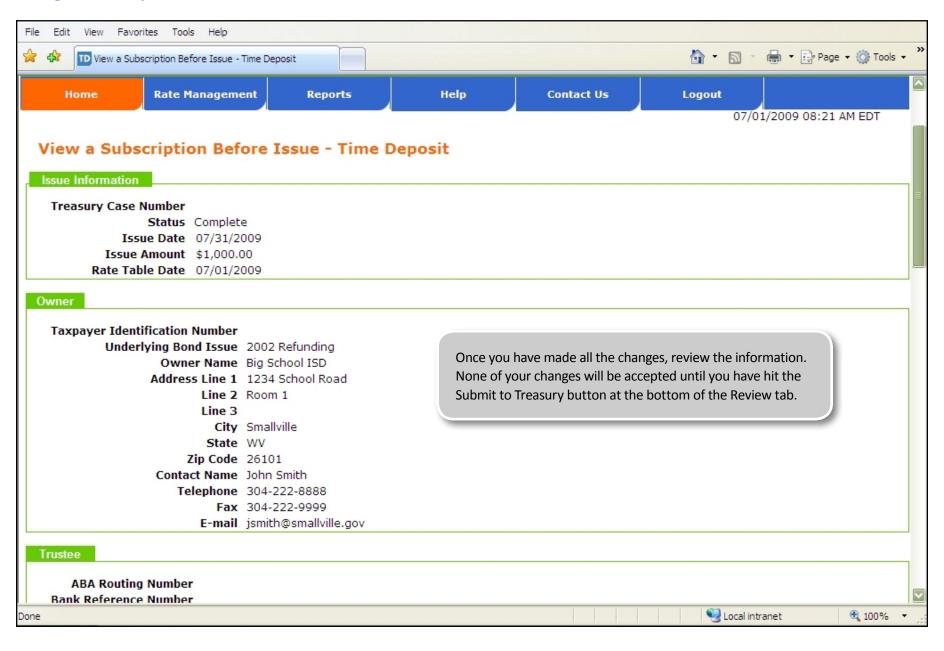
Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. In order to update or make changes to a subscription, follow the steps below.











Submit

By pressing the "Submit to Treasury" button, you agree to comply with the terms and conditions in 31 CFR Part 344 and are certifying that:

Interest Rate

0.000000000%

> If you are an agent, you are acting under the issuer's specific authorization.

Principal

Amount

\$25,986.00

> If the issuer is purchasing a SLGS security with any amount received from the sale or redemption (at the option of the holder) before maturity of any marketable security, the yield on such SLGS security does not exceed the yield at which such marketable security was sold or redeemed.

Maturity Date

01/15/2012

First Interest Payment

Date

Security

Description

If the issuer is purchasing a SLGS security with any amount received from the redemption before maturity of a Time Deposit security (other than a zero interest Time Deposit security), the yield on the SLGS security being purchased does not exceed the yield that was used to determine the amount of redemption proceeds for such redeemed Time Deposit security.

Submit to Treasury Rate Table Applied Cancel

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U.S. Department of the Treasury, Bureau of the Public Debt

At the bottom of the Review tab, you will see the Submit to Treasury button. Click on this button and you will receive a confirmation page.

Change a Subscription Before Issue — Review Confirmation

Change a Subscription Before Issue - Time Deposit

Thank you for subscribing to SLGS. The Bureau of the Public Debt has received change(s) to the following subscription:

Confirmation

Treasury Case Number 2009

Program Type Time Deposit Issue Amount \$25,986.00 Issue Date 07/15/2009

Owner TOWN OF CLINTON (CLINTON REF ESC 12/29/04)

TIN

Rate Table Date 06/29/2009 Status Complete

Please record this information for your case file.

Timestamp

Confirmation Date 07/03/2009 Confirmation Time 09:59 AM EDT

Create PDF

Print this page for your records. If you do not receive a confirmation page, your changes were not accepted. You can also create a .pdf of the confirmation by clicking on the Create PDF button from this page.

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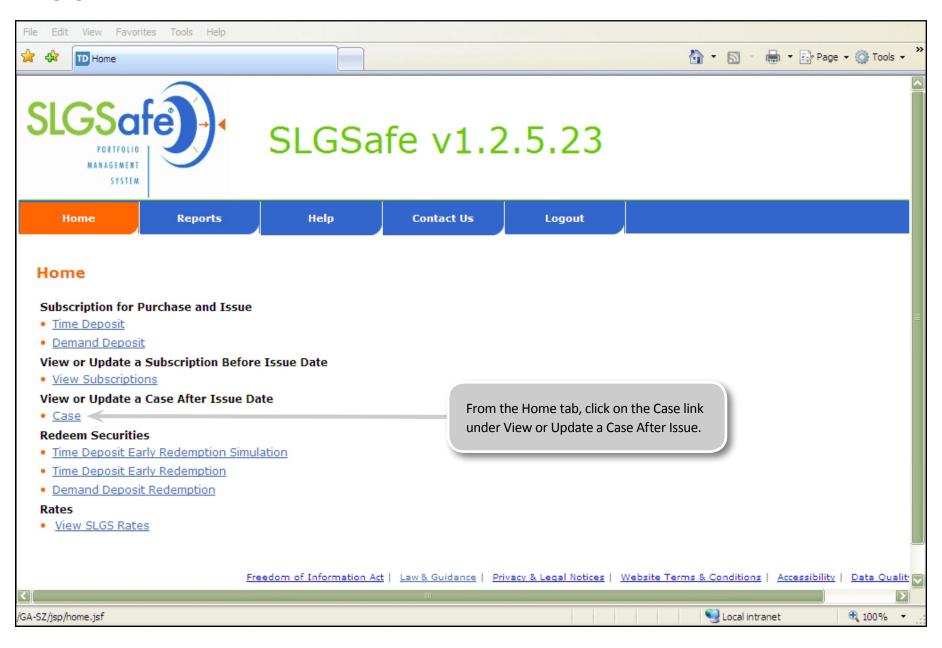
Changing a Case After Issue

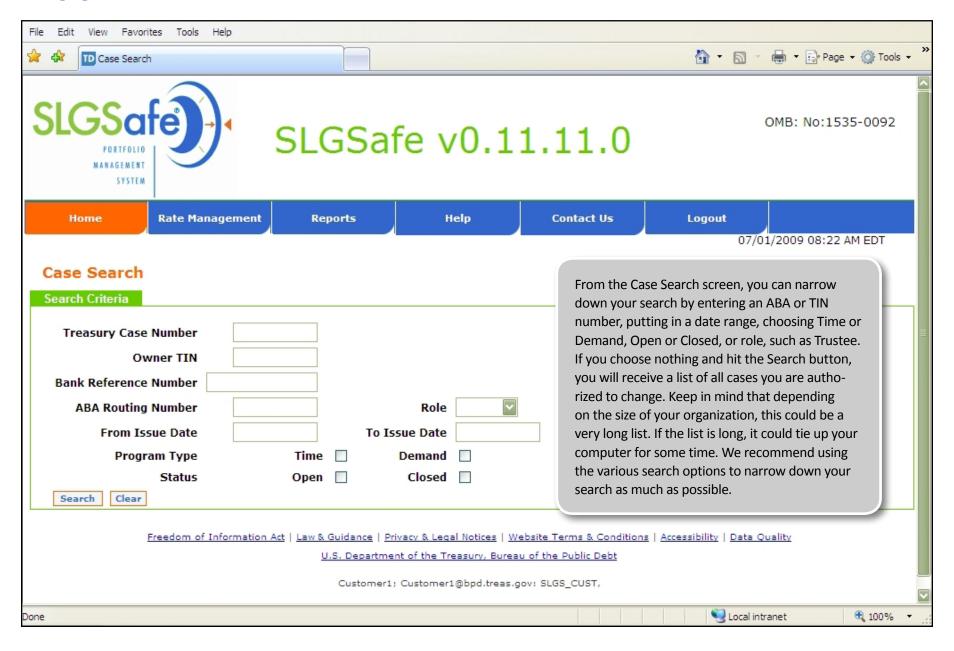
You can change a case in SLGSafe, provided you are authorized to do so.

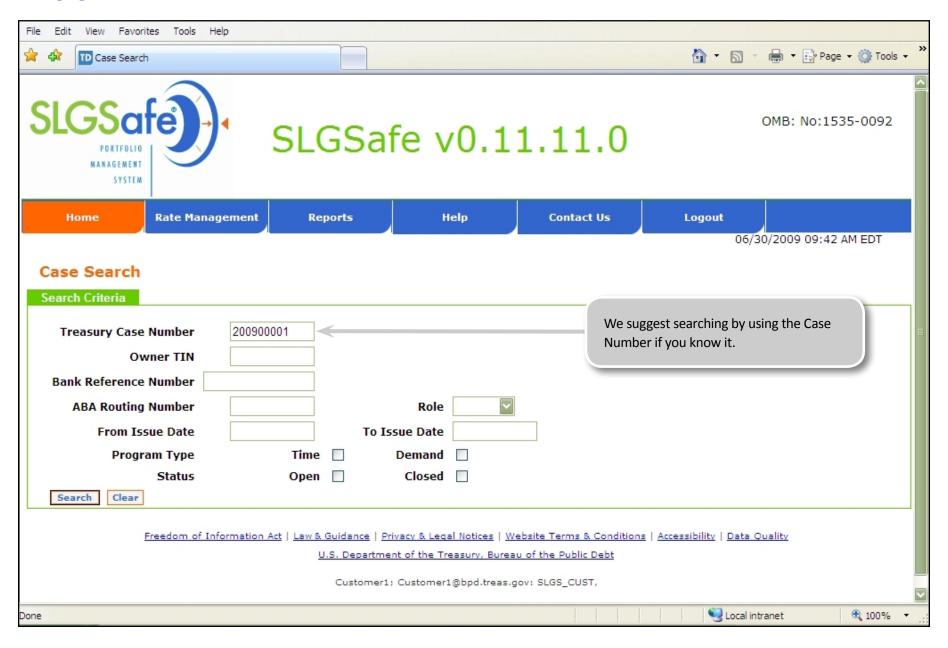
After the case is issued, only addresses, contact names, and contact numbers can be changed. Other changes should be submitted to Special Investments Branch by fax at (304) 480-5277. There may be an administrative fee for this service.

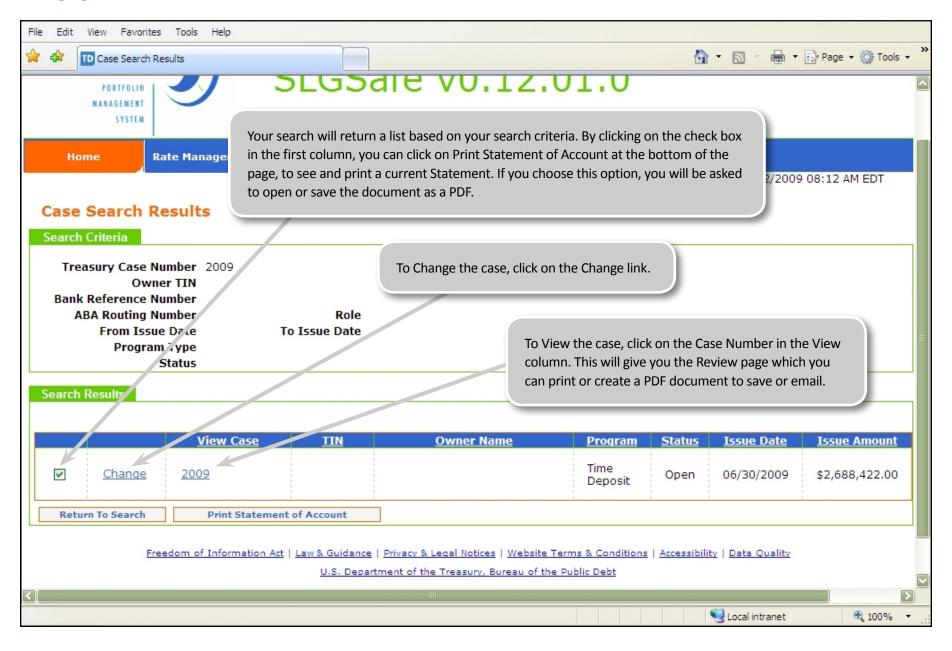
After issue, only the Trustee or Owner can make changes.

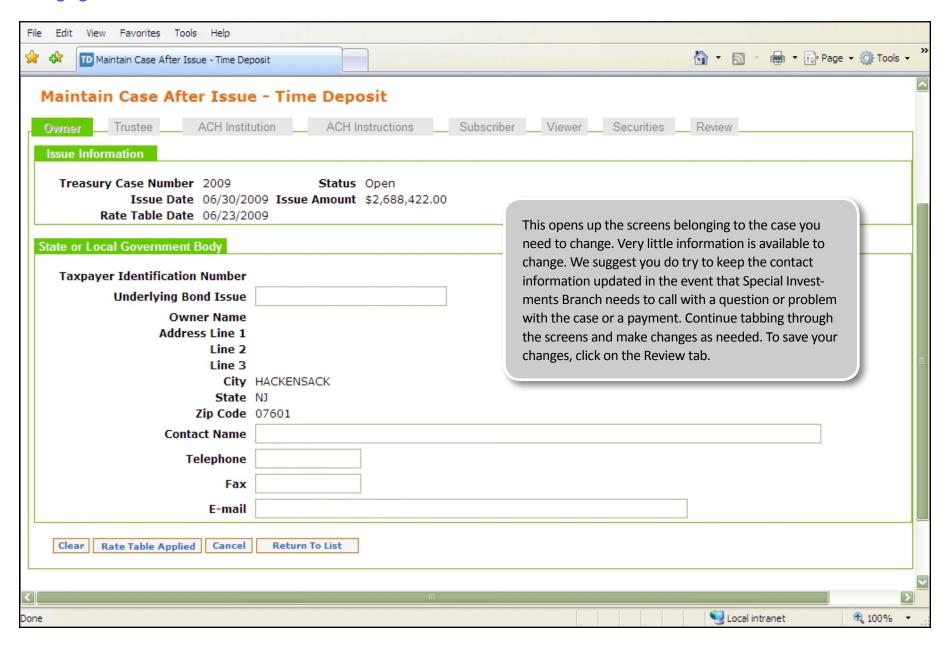


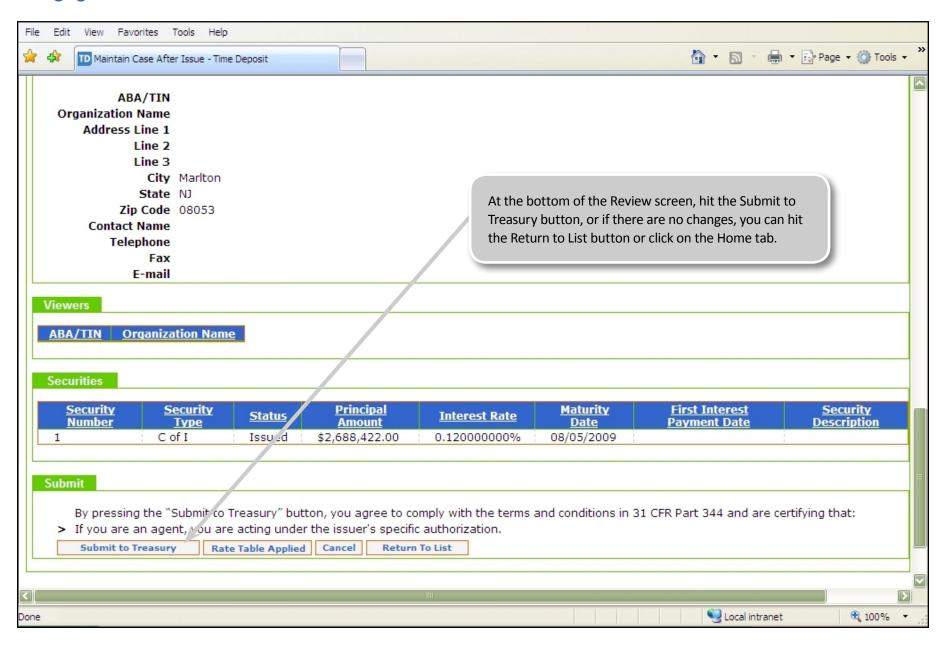












Maintain Case After Issue - Time Deposit

The Bureau of the Public Debt has received your changes for the following case:

Confirmation

Treasury Case Number 2005

Program Type Time Deposit Issue Amount \$59,968,051.00 Issue Date 08/19/2005

> Owner TIN

Rate Table Date 08/09/2005

Status Open

Please record this information for your case file.

You must hit the Submit to Treasury button to save the changes. If you did not receive a confirmation page, the changes were not accepted. From this page, you can hit Return to List, Create PDF or hit the Home tab.

Timestamp

Confirmation Date 07/03/2009 Confirmation Time 10:32 AM EDT

Create PDF

Return to List

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Time Deposit Early Redemption Simulation

Time Deposits can be redeemed earlier than their scheduled redemption date as explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

This is a test of an early redemption. You can do as many tests as you like. The system will not allow you to submit the request. If you decide to schedule an early redemption, click on Time Deposit Early Redemption from the Home tab.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

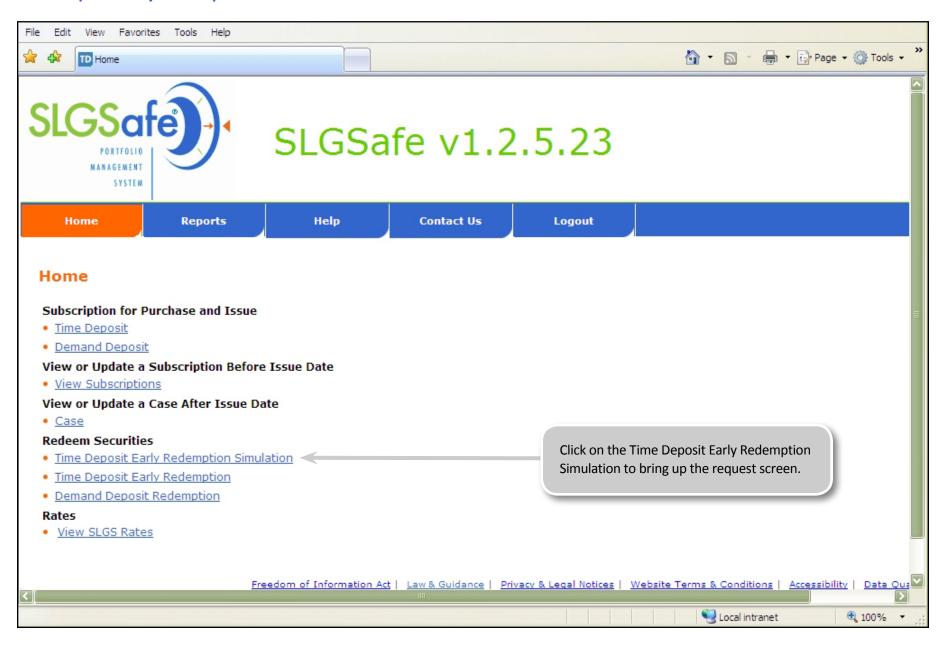
Under current regulations, a request for redemption must be submitted no less than 14 days and no more than 60 days before the requested redemption date.

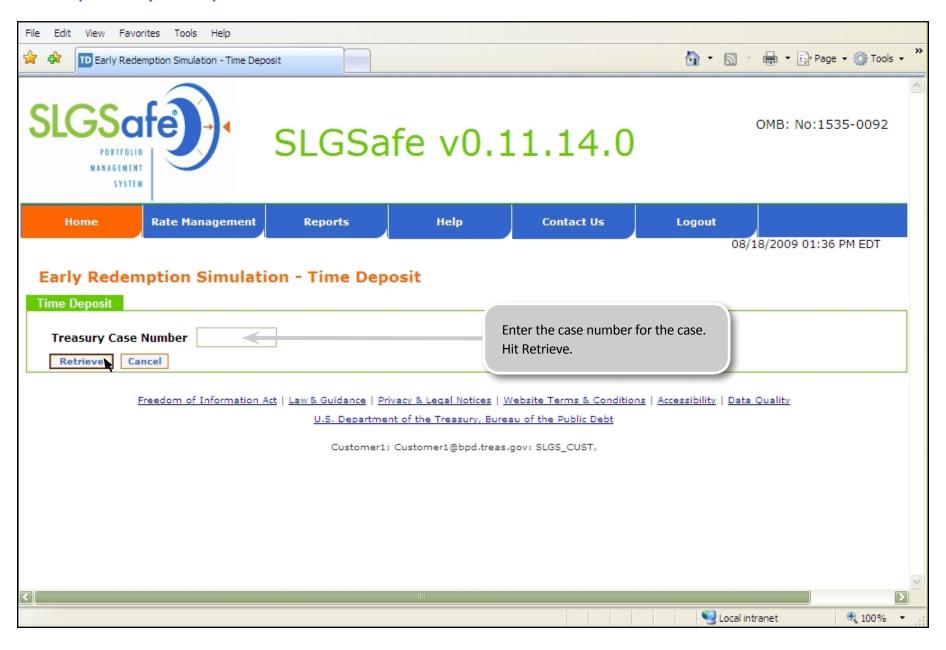
If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

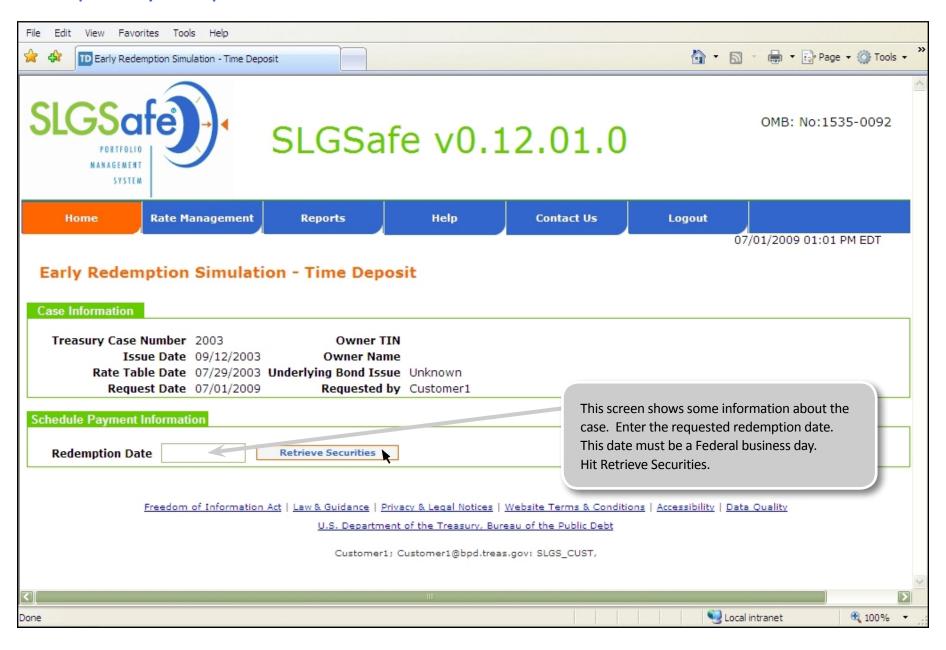
Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities--State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by the Special Investments Branch, plus one basis point.

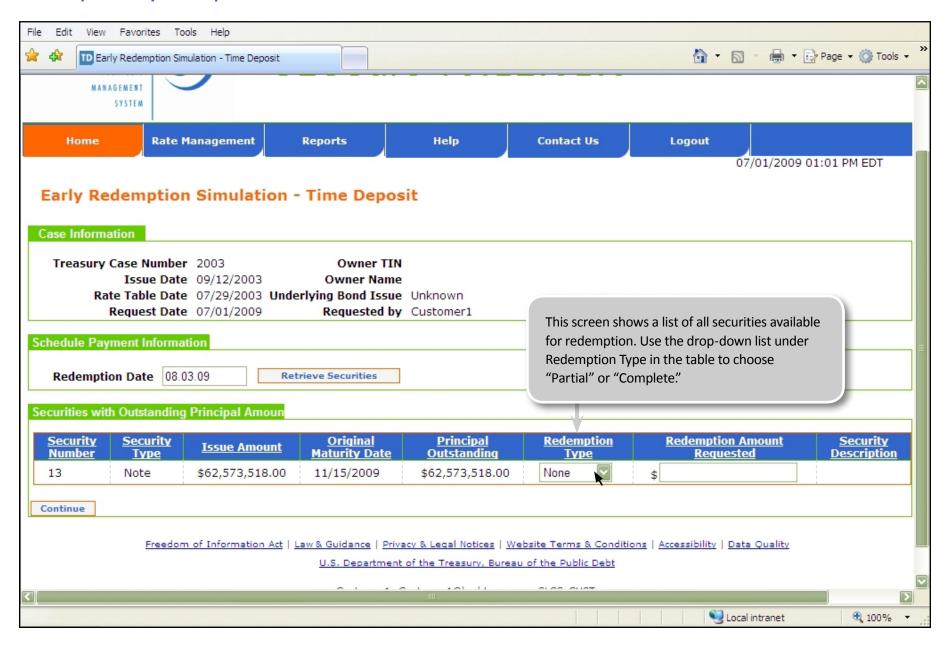
The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of the initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.

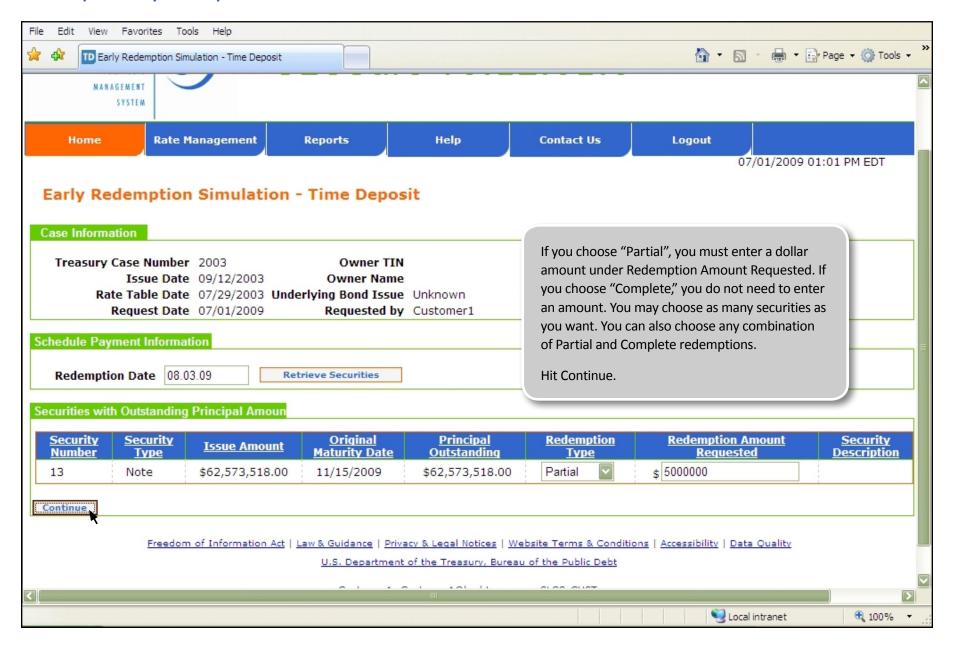


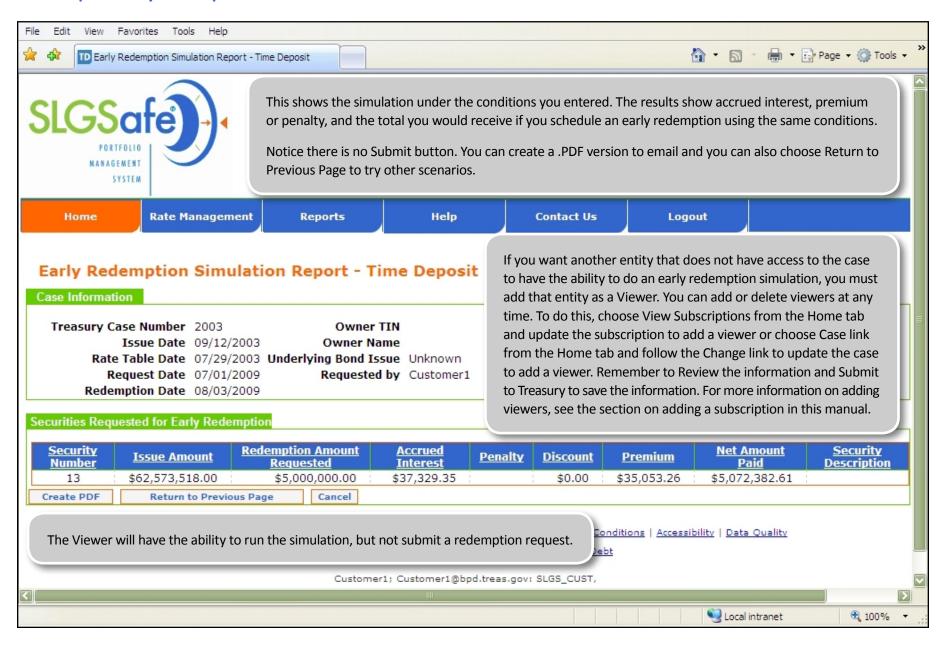












SLGSafe User's Guide

Time Deposit Early Redemption Submission

Time Deposits can be redeemed earlier than their scheduled redemption date and are explained under the Federal Register 31 CFR Part 344.

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

Partial redemptions can be requested in any amount; however, an account balance of less than \$1,000 will be redeemed in total.

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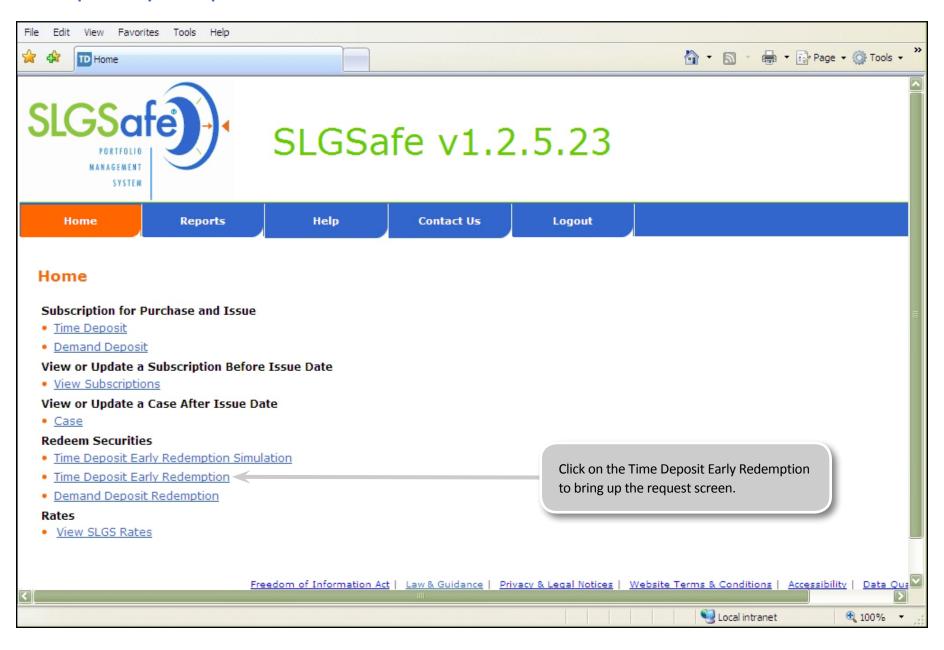
If a security is redeemed before maturity on a date other than a scheduled interest payment date, interest is paid for the fractional interest period since the last interest payment date.

Any remaining interest and principal payments are discounted, using the current Treasury borrowing rate, for the remaining term to maturity of the security being redeemed. This will result in a premium or a penalty to the government body, depending on whether the current Treasury borrowing rate is lower or higher than the stated interest rate of the early-redeemed SLGS security. The discount rate that will be applied (current Treasury borrowing rate) can be found on the table of maximum interest rates payable on US Treasury securities--State and Local Government Series. The rate used from this table is the one listed for the day the redemption request is received by Special Investments Branch, plus one basis point.

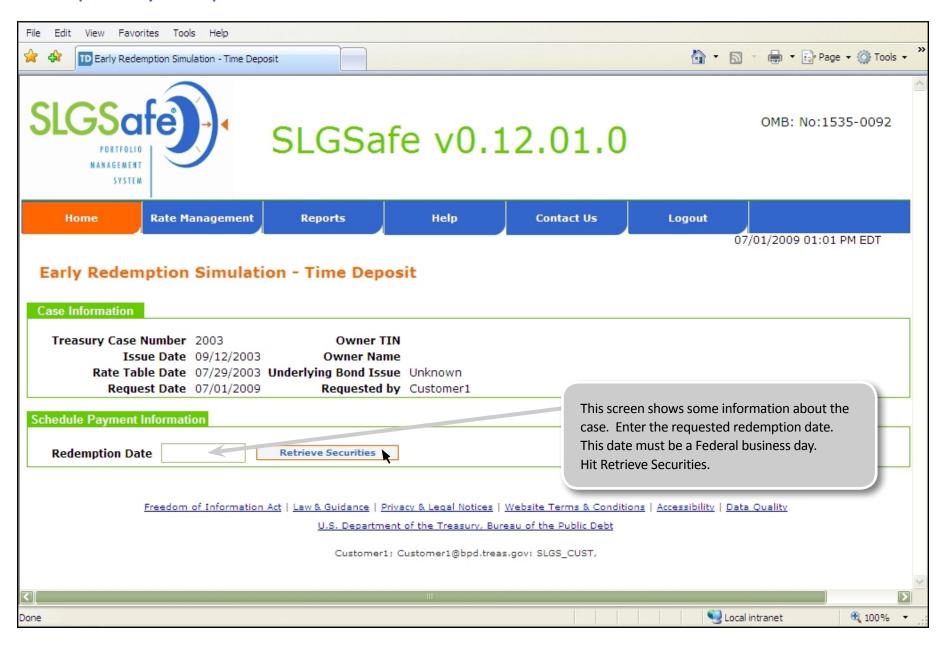
The penalty/premium is determined using the security interest rate and the calculations determined by the regulations in effect at the time of initial subscription. The possibility for a premium has been available since the SLGS regulations that were effective on or after October 28, 1996. The rate table in effect on the date of an early redemption request is used to determine the Treasury cost of borrowing rate.

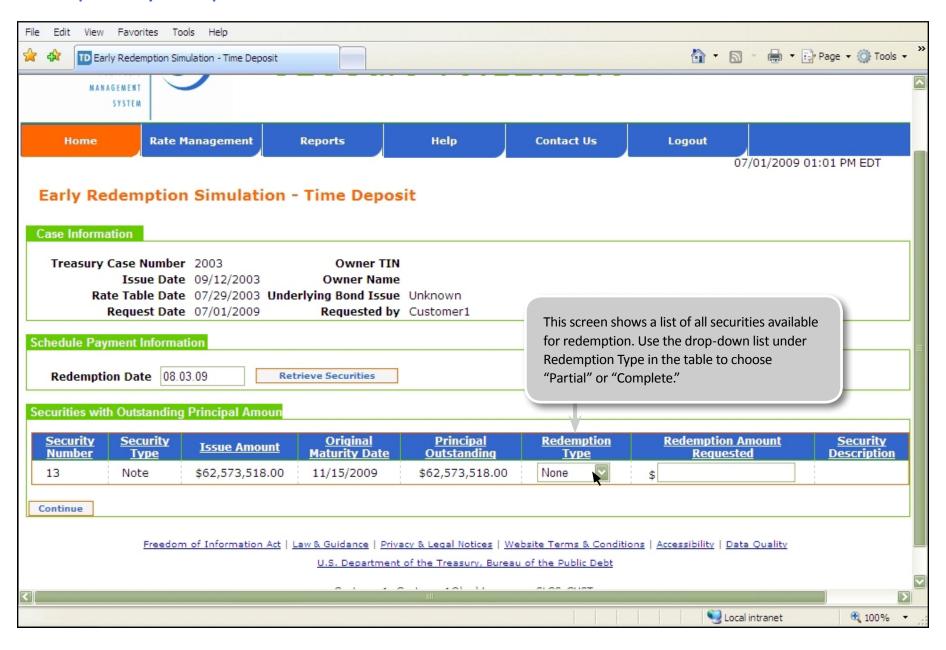
Submitted early redemption requests cannot be canceled.

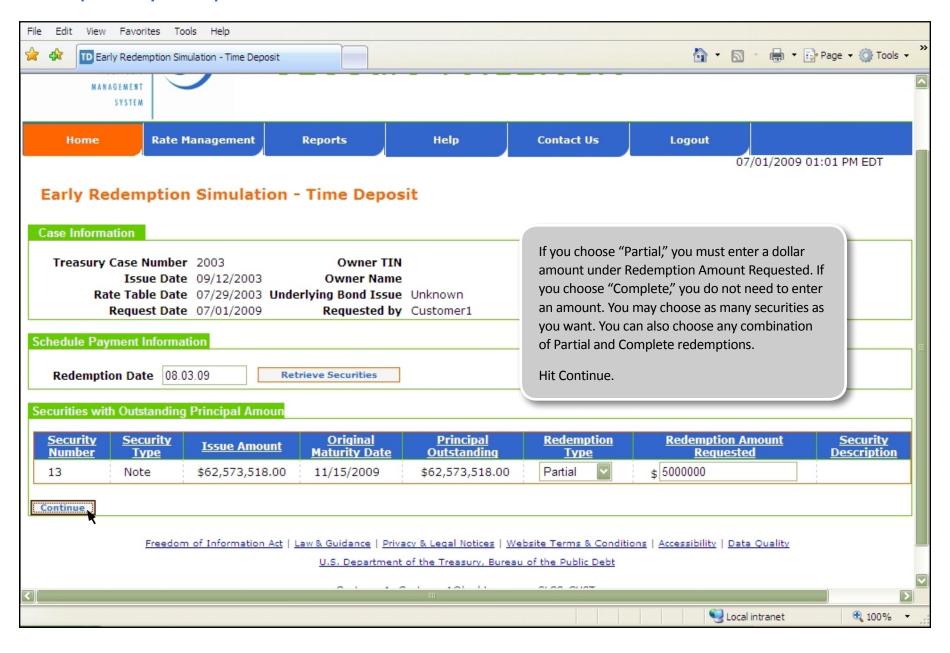


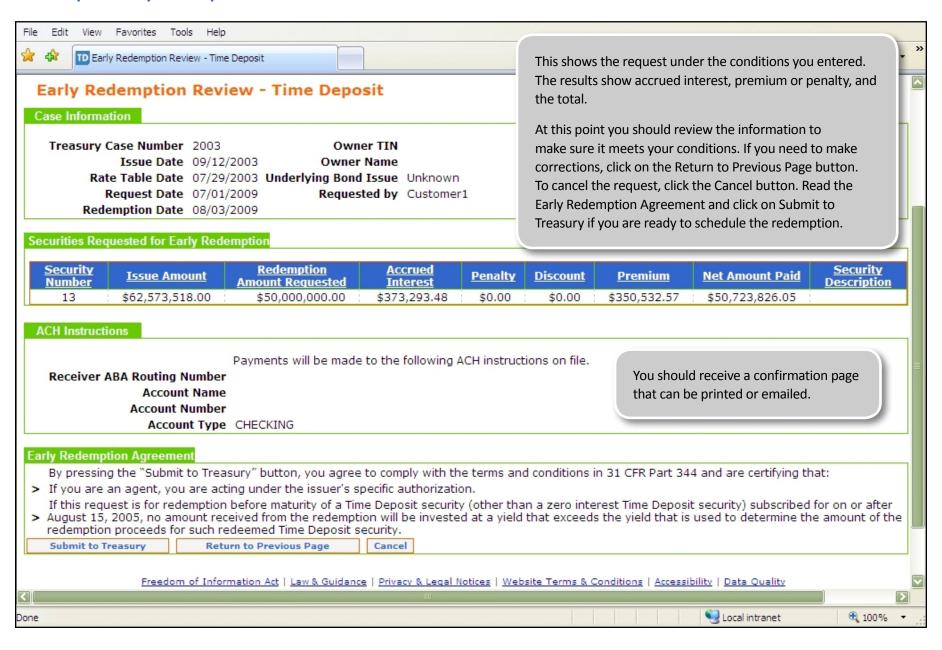












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Redemption of a Demand Deposit

Demand Deposit securities can be redeemed at the owner's option.

Redemptions of \$10 million or Less

Request for redemption must be received not less than one business day prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

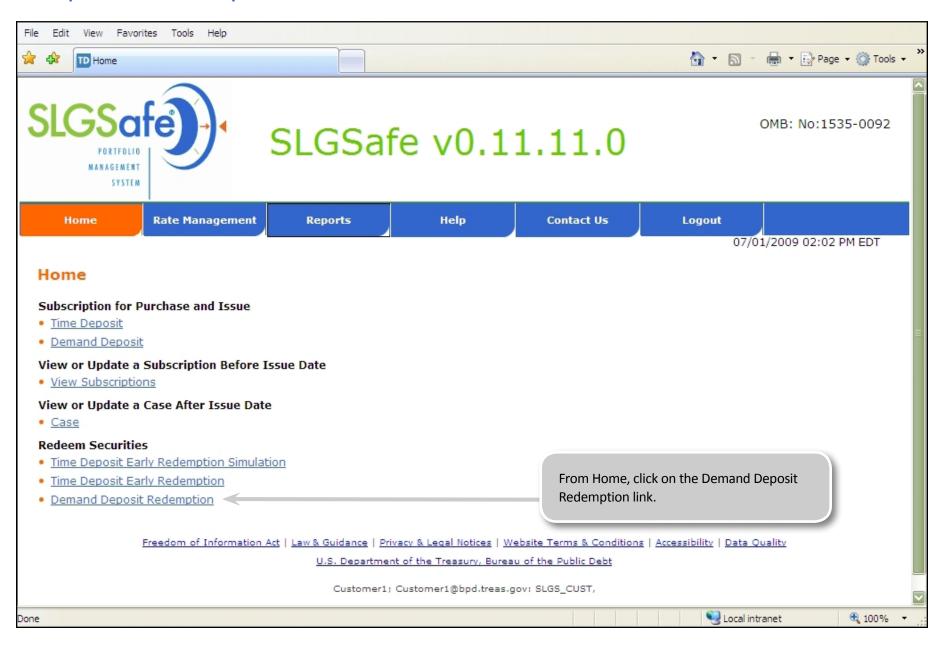
Redemptions of More Than \$10 million

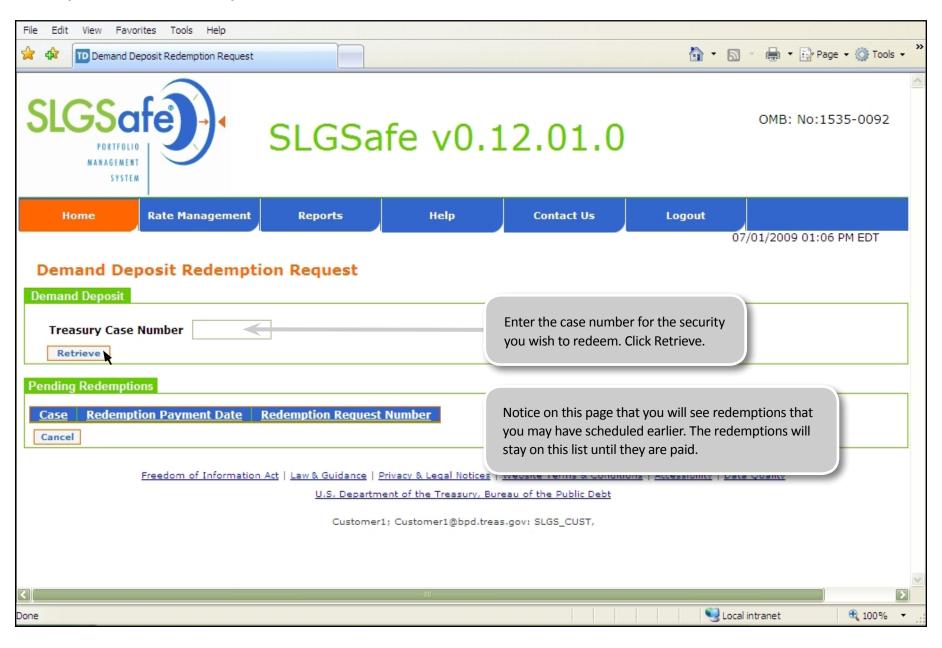
Request for redemption must be received not less than three business days prior to the requested redemption date and submitted through SLGSafe before 3:00 p.m. ET.

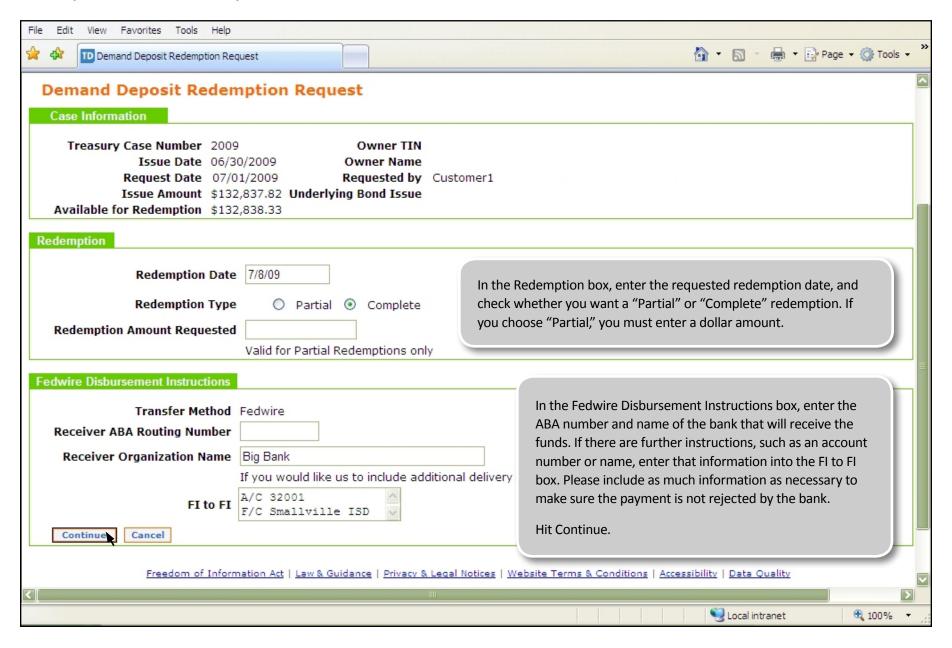
Scheduled redemption requests cannot be canceled.

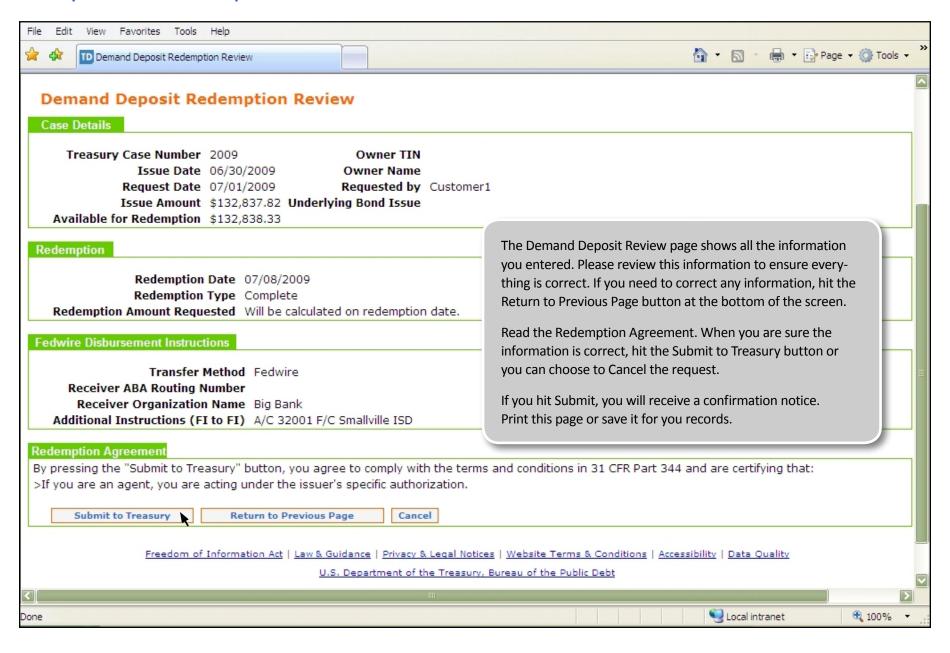
Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security. For further instructions and regulations, see the Federal Register 31 CFR, Part 344.











SLGSafe User's Guide

Payment Report

Note: This Statement will show information for Time & Demand Deposits

Using this option, you can view the following information about an issued case:

- Case Number
- Taxpayer Identification Number and Suffix
- ABA Routing Number and Account Number
- Interest Amount to be Paid
- Principal Amount to be Paid
- Adjustments
- Total Amount
- Bank Reference Number
- Daily Totals



Reports — Payment Report



SLGSafe v0.12.12.0

OMB: No:1535-009

Home

Rate Management

Reports

Help

Contact Us

Logout

07/29/2009 08:03 AM EDT

Reports Home

Statements and Reports

- Case Audit History Report
- Demand Deposit Daily Activity
- Payment Report
- Statement of Holdings Demand
- Statement of Holdings Time
- Subscription Advanced Search Report

Download Reports

- Download Case Information
- Download Payment Information
- · Download Security Information

From the Report Main screen, click on Payment Report under the Statements and Reports section.

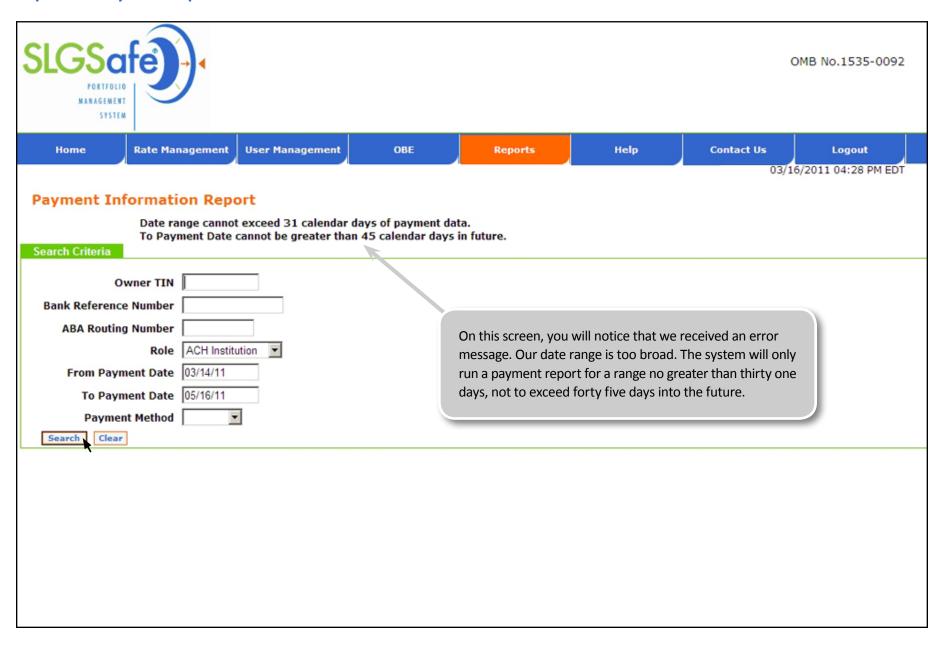
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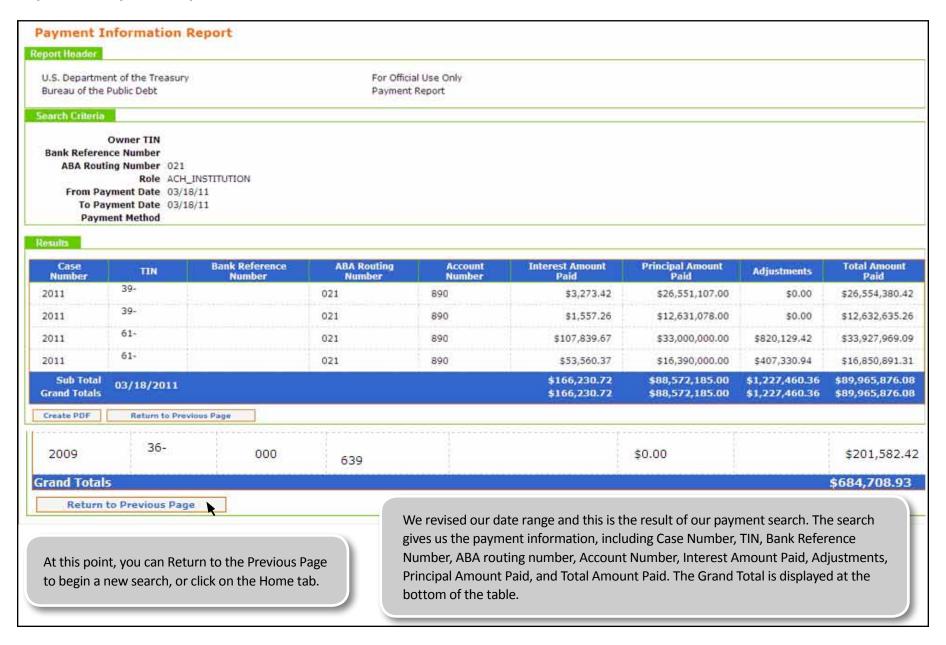
Reports — Payment Report



Reports — Payment Report



Reports — Payment Report



Statement of Holdings - Demand

To get a listing of all outstanding Demand cases for one Owner (by searching by Taxpayer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.





SLGSafe v0.12.12.0

OMB: No:1535-009

Home

Rate Management

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From the Report Home screen, click on the Statement of Holdings – Demand under the Statements and Reports heading.

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Statement of Holdings - Demand

Results

<u>Taxpayer Identification</u> <u>Number</u>	<u>Case</u> <u>Number</u>	<u>Issue Date</u>	<u>Original Issue</u> <u>Amount</u>	<u>Total Accrued</u> <u>Interest</u>	<u>Total</u> <u>Redemptions</u>	<u>Present Value</u>
25	2007	10/01/2007	\$712,060.80	\$13,692.35	\$0.00	\$725,753.15
95	2007	10/01/2007	\$11,878.06	\$228.88	\$0.00	\$12,106.94
52	2008	03/05/2008	\$1,200,000.00	\$10,506.58	\$0.00	\$1,210,506.58
57	2008	06/26/2008	\$25,170,750.16	\$36,305.66	\$25,170,750.16	\$36,305.66
57	2008	07/07/2008	\$1,194,603.13	\$1,226.65	\$1,194,603.13	\$1,226.65
57	2008	09/08/2008	\$1,261,162.50	\$1,747.59	\$1,261,162.50	\$1,747.59
72	2008	11/05/2008	\$16,033.00	\$14.35	\$5,341.25	\$10,706.10
11	2008	12/29/2008	\$7,326,535.00	\$6,015.46	\$0.00	\$7,332,550.46
11	2008	12/29/2008	\$2,180,222.00	\$1,790.10	\$0.00	\$2,182,012.10
11	2009	01/15/2009	\$3,733,000.00	\$2,716.78	\$315,545.84	\$3,420,170.94
11	2009	01/15/2009	\$6,971,390.00	\$4,613.11	\$1,222,011.63	\$5,753,991.48
11	2009	01/15/2009	\$1,806,245.00	\$1,335.57	\$634,047.95	\$1,173,532.62
11	2009	01/22/2009	\$204,789.00	\$157.77	\$3,507.50	\$201,439.27
11	2009	01/22/2009	\$555,156.00	\$301.08	\$244,265.95	\$311,191.13
11	2009	01/22/2009	\$114,000.00	\$81.33	\$21,498.50	\$92,582.83
11	2009	01/22/2009	\$118,000.00	\$91.04	\$787.54	\$117,303.50
11	2009	04/20/2009	\$2,549,567.74	\$889.35	\$0.00	\$2,550,457.09
11	2009	05/26/2009	\$3,706,473.56	\$860.61	\$0.00	\$3,707,334.17
11	2009	05/26/2009	\$2,490,644.65	\$578.38	\$0.00	\$2,491,223.03
11	2009	06/24/2009	\$4,170,000.00	\$544.03	\$479,435.10	\$3,691,108.93
11	2009	06/29/2009	\$1,450,000.00	\$131.70	\$776,874.82	\$673,256.88
66	2009	07/09/2009	\$20,822,668.99	\$1,636.20	\$0.00	\$20,824,305.19
Totals:	49		\$150,309,341.35	\$123,368.89	\$38,774,578.70	\$111,658,131.54

Print

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Click on the Print button to print, or hit the Return to Previous Screen to do another search. You may have to set the print area to Landscape for best results. The search results give you the TIN, Case Number, Issue Date, Original Issue Amount, Total Accrued Interest, Total Redemptions, and Present Value. Grand totals are available at the bottom of the report.

Statement of Holdings - Time Deposit

To get a listing of all outstanding Time Deposit cases for one Owner (by searching by Tax Payer Identification Number) or for a Bank (by searching by ABA), you can order a Statement of Holdings.





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Statement of Holdings - Time

Results

Taxpayer Identification Number	<u>Case Number</u>	<u>Issue Date</u>	<u>Issue Amount</u>	Principal Redeemed	Principal Outstanding
22	2004	06/24/2004	\$1,725,500.00	\$0.00	\$1,725,500.00
22	2004	06/24/2004	\$2,446,908.00	\$0.00	\$2,446,908.00
22	2004	06/24/2004	\$1,593,384.00	\$0.00	\$1,593,384.00
22	2005	09/29/2005	\$8,940,341.00	\$0.00	\$8,652,980.00
22	2008	06/19/2008	\$31,173,565.00	\$0.00	\$12,118,791.00
22	2008	11/06/2008	\$3,000,000.00	\$0.00	\$3,000,000.00
22	2009	07/15/2009	\$2,669,968.00	\$0.00	\$2,669,968.00
Totals:	7		\$51,549,666.00	\$0.00	\$32,207,531.00

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Click on the Print button to print, or hit the Return to Previous Screen to do another search. You may have to set the print area to Landscape for best results.

The search results give you the TIN, Case Number, Issue Date, Original Issue Amount, Principal Redeemed, and Principal Outstanding. Grand totals are available at the bottom of the report.

Subscription Advanced Search

Using this report, you can narrow your search within your outstanding subscriptions. These are cases that have not yet issued.





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From the Reports Home screen, click on Subscription Advanced Search Report under the Statements and Reports section.

Reports — Subscription Advanced Search



Reports — Subscription Advanced Search



Download Case Information

Using this option, you can download the following information about an issued case:

- Case Number
- Taxpayer Identification Number
- Bank Reference Number
- ABA Routing Number
- Issue Date
- Issue Amount
- Principal Outstanding
- Principal Redeemed
- Case Status
- Program Type

To search for a case and download the information, follow these steps:





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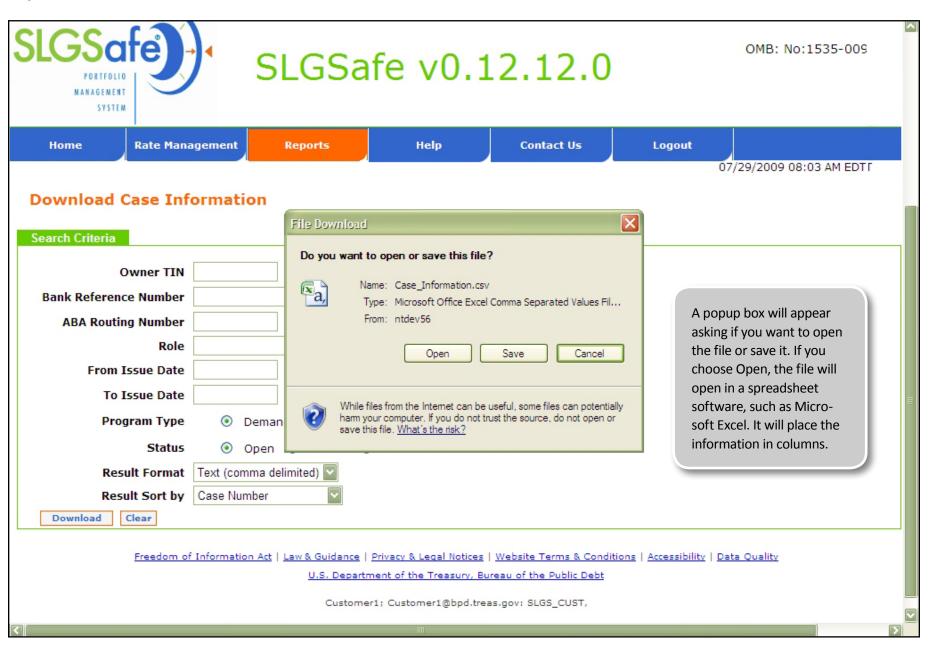
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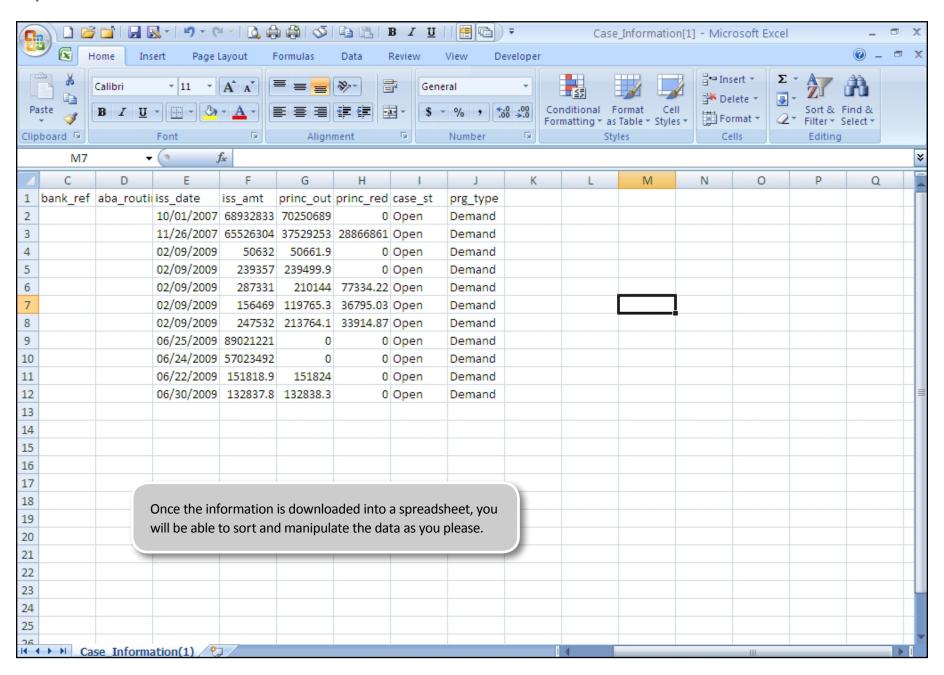
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From the Reports Home screen, click on Download Case Information under the Download Reports section.







Download Payment Information

This report will provide you with information concerning payments within a specified date range. That range is limited to a minimum of one day to a maximum of thirty one days, not to exceed forty five days into the future. You will receive:

- Case Number
- Payment Date
- ABA Routing Number
- DDA Routing Number
- Account Number
- Owner Name and TIN
- Total Interest
- Total Principal
- Trustee ABA (if applicable)
- Bank Reference Number (if applicable)





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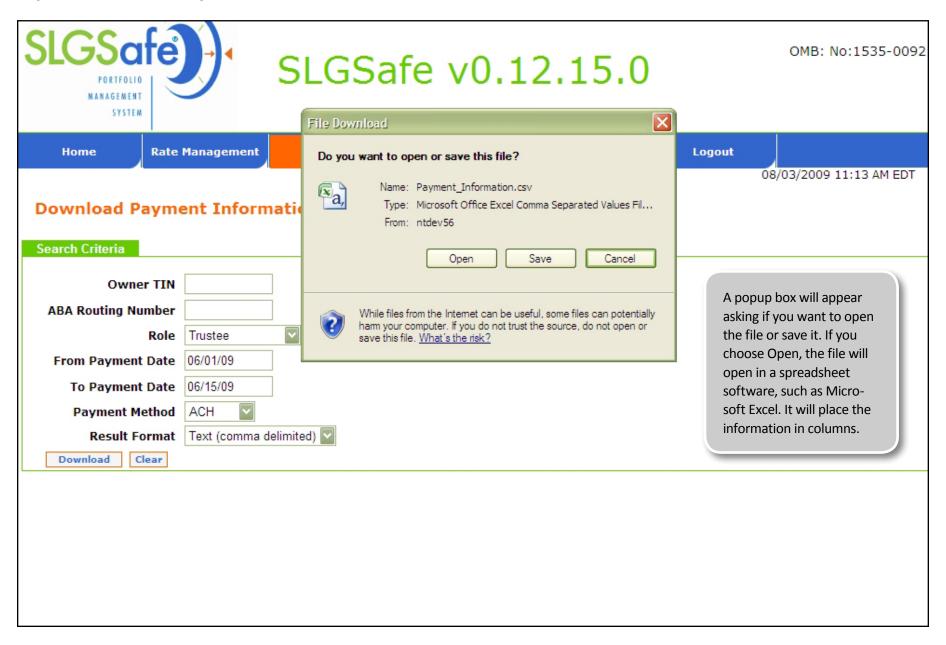
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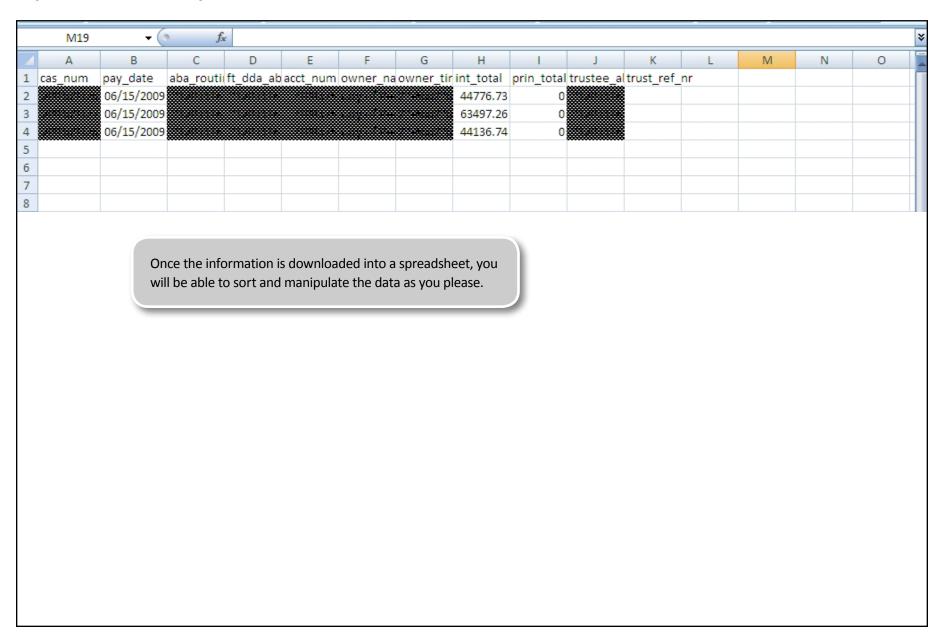
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Download Security Information

This report will provide you with information concerning specific securities. You will receive:

- Case Number
- Security Number
- Owner TIN
- Bank Reference Number (if applicable)
- Issue Date
- Interest Rate
- Maturity Date
- Payment Date
- Issue Amount
- Principal Outstanding
- Security Status





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